

**TASK ORDER
CDM SERVICES CONTRACT**

CONTRACT #: NAS8-01121

UPN: 62-713-17-30 *ml*

TASK ORDER #: TD10-01-005

DATE: 8-4-03

Program/Project/Office: Configuration and Data Management (C&DM) Support for X-43C Booster & Launch Services (B&LS) Subproject

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3 of this contract to provide C&DM support to the X-43C Booster Subproject. The contractor shall provide the CDM project lead functions. These include:

1. Responsible for both configuration and data management system and operations of the assigned project.
 2. The primary interface with the customer for daily operations.
 3. Orchestrate the setup and operations of the CDM system and audits for the project.
 4. Keep team members and management, including Team Lead informed of achievements and challenges for the life of the project.
 5. Identify and resolve technical programmatic issues related to CDM functions.
 6. Responsible for the setup and implementation of the CDM system for the assigned project.
-
1. Provide Configuration Management (CM) support to define, implement, and maintain a subproject CM System that complies with NASA, MSFC MPG 8040.1, and NGLT Program/Project unique requirements and to accommodate all external and internal CM interfaces including:
 - Generate and maintain a CM Plan per MWI 8040.1. Review the plan every six months, identify changes, and update the plan.
 - Support the identification/definition of the technical configuration documentation.
 - Process and account for changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3.
 - Process and account for program/project/subproject, contractor changes, deviations, and waivers through the subproject CM system utilizing the Change Processing, Tracking, and Accounting System (CPTAS) in accordance with MPG 8040.1 and MSFC-MNL-1951.
 - Support administration of Interface Control Working Group(s) (ICWGs).
 - Support administration of Functional Configuration Audit (FCA) and Physical Configuration Audit (PCA) per MWI 8040.6 and perform the PCA for the in-house end items and participate in the PCA for contracted end items.
 - Generate CM Audit Plans and perform contractor and in-house CM System audits per MWI 8040.7 and certify the CM System.
 - Provide support to define CM requirements for subproject contract Statement of Works (SOWs) and CM Data Requirements (DRs) per MWI 7120.2.
 - Review CM-related data deliverables. Provide training to subproject personnel for CM processes.

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2. Provide the Secretariat for the X-43C Booster Subproject, Project Control Board (PCB) in accordance with MWI 8040.2. Secretariat responsibilities include:
 - Reserve project, PCB, and effectivity codes with the MSFC Release Desk.
 - Create and maintain PCB charter letter and Effectivity Sheets; coordinate through project approval and distribute.
 - Receive CR, ECR, ECP, and DAR change packages; check for completeness; and acquire PCN numbers.
 - Coordinate with subproject for assignment of CPE and evaluators.
 - Distribute change packages for review, coordinate with CPE and schedule for PCB.
 - Prepare and distribute PCB agendas and minutes and administer the PCB meetings.
 - Prepare Control Board Directives (CBDs) or PCB Change Evaluations (CEs) and obtain PCB member signatures.
 - Provide PCB Change Evaluations to higher-level board as applicable.
 - Aid subproject to submit proposed changes to higher level boards as applicable.
3. Support administration of Requirements and Design Reviews per MWI 8060.3:
 - Perform Review Item Discrepancy (RID) Coordinator functions: coordinate the set-up of an appropriate RID processing/tracking system; input/track RIDs from submission through closure; and provide status reports, as required.
 - Compile requirements and design review packages.
4. Support administration of the Acceptance Review:
 - Compile Acceptance Data Package (ADP)
 - Review CM-related sections of the ADP.
 - Perform final CDM evaluation to ensure the readiness of accepting the end items)
5. Provide Data Management (DM) support to define, implement, and maintain a subproject DM System that complies with NASA, MSFC MPG 7120.3, and NGLT Program/Project unique requirements and to accommodate all external and internal DM interfaces including:
 - Generate and maintain a DM Plan per MWI 7120.5. Review the plan every six months, identify changes, and update the plan.
 - Administer the documentation control process utilizing the PCB and the STIN automated system.
 - Support the identification/definition of subproject data requirements for contractor and in-house supplied data per MWI 7120.2.
 - Provide support to define DM requirements for subproject contract Statement of Works (SOWs) and DM Data Requirements (DRs) per MWI 7120.2.
 - Coordinate updates to subproject DPD, DRL, and IDRD.
 - Track and receive deliverable data per the subproject DPD, IDRD, and DRL using the STIN automated system.
 - Develop subproject Master List per MPG 7120.3 through the STIN database and serve as the subproject Master List Custodian.

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- Review DM-related data deliverables.
- Perform DM System audits and certify the DM System.
- Support Records Management planning.
- Provide training to subproject personnel for DM processes.

6. Provide Sub-Project Manager (PM) support including:

- Act as point of contact for processing of data in STIN; organizing the STIN file structure; and assisting sub-project members with access.
- Assist the upload of data from contractors and the sub-project office into STIN.
- Collection of risk management data from OPRs; inputting data into STIN and providing reports, as required.

SPECIAL INSTRUCTIONS:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

SCHEDULE AND/OR MILESTONES:

08/2003 – Revise PCB Charter letter

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
PERIOD OF PERFORMANCE: 8/01/03 – 08/31/03	

8/10/03
ac

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121

UPN: 800-91-01

TASK ORDER #: TD10-01-006

DATE: 5-1-03

Program/Project/Office: CDM Support for In-Space Propulsion Project

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3 of this contract to provide CDM support to the In-Space Propulsion Project.

1. Provide Configuration Management (CM) support to define, implement, and maintain a project CM system that complies with NASA, MSFC MPG 8040.1, and project unique requirements and accommodates all external and internal CM interfaces.
2. Provide Data Management (DM) support to the Program/Project Data Manager to define, implement, and maintain a project DM system that complies with NASA, MSFC, and project unique requirements and accommodates all external and internal DM interfaces.
3. Draft the CM Plan per MWI 8040.1. Plans will be reviewed on a six-month schedule. Outstanding changes will be incorporated then.
4. Draft the DM Plan per MWI 7120.5. Plans will be reviewed on a six-month schedule. Outstanding changes will be incorporated then.
5. Provide the Secretariat for the In-Space Project Control Board (PCB) in accordance with MWI 8040.2. Secretariat responsibilities include:
 - Reserve project, PCB, and effectivity codes with the MSFC Release Desk
 - Create and maintain PCB charter memos and Effectivity Sheets; coordinate through project approval and distribute
 - Receive ECR, ECP, and DAR change packages, check for completeness, and assign PCN number.
 - Coordinate with project for assignment of CPE and evaluators
 - Distribute change packages for review, coordinate with CPE and schedule for PCB
 - Prepare and distribute PCB agendas and minutes and administer the PCB meetings
 - Prepare PCB Directives or PCB Change Evaluations and obtain PCB member signatures
 - Track actions to completion.
 - Provide PCB Change Evaluations to higher-level board as applicable.
 - Aid project to submit proposed changes to higher level boards as applicable.
6. Provide configuration accounting in accordance with MPG 8040.1.
7. Maintain the master change file, Program Control Number (PCN) file.
8. Serve as the Master List custodian in accordance with MPG 7120.3.
9. Track and receive deliverable data per the project DPD, IDRD, and DRL (or equivalent).
10. Support the identification/definition of Project Data Requirements, overall project requirements, contractor and in-house supplied in accordance with MWI 7120.2.
11. Perform Receipt/Release Desk functions.
12. Provide guidance on CDM policies, procedures and plans.

13. Support administration of requirements reviews, design reviews, audits and acceptance reviews.
14. Assess, define and coordinate requirements for CDM processes for automation.
15. Provide support for records management planning and implementation.

SPECIAL INSTRUCTIONS:

The contractor shall notify the COTR when 75% or cost is incurred and/or no later than 1 week prior to depletion of funds.

SCHEDULE AND/OR MILESTONES:

05/2003 – Deliver draft PCB charter letter
 06/2003 – Deliver draft DM Plan
 08/2003 – Deliver draft CM Plan

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, and Customer Satisfaction
WBS: 1.3	
Period of Performance: 5/1/03 – 8/31/03	

OK
5/1/03

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121
UPN: *See Attached*

TASK ORDER: TD10-01-007
DATE: *6-17-03*

Program/Project/Office: Configuration and Data Management (CDM) Support for NGLT Projects

TASK DESCRIPTIONS:

The contractor shall perform the tasks to provide CDM support to the Next Generation Launch Technology (NGLT) Propulsion Technology Projects Office projects and the Launch Systems Technology Office subprojects and elements. This task order contains CDM support to Rocket Engine Prototype (REP), Rocket Based Combined Cycle/Integrated System Test of an Airbreathing Rocket (RBCC/ISTAR), Integrated Powerhead Demonstrator (IPD), Auxiliary Propulsion (AP), and the Propulsion Technology and Integration (PT&I) projects and the Aerosciences Flight Mechanics element and the Technology Flight Demonstrations subproject of the Vehicle Systems Research & Technology (R&T) Project Office.

PWI will perform the following tasks, as required, for NGLT WBS 2.1, 2.2, 2.4, 2.5, 2.7, 4.3.3.4, and 4.3.7:

1. Provide hardware and software Configuration Management (CM) support to define, implement, and maintain a project CM System that complies with NASA, MSFC MPG 8040.1, and project unique requirements and to accommodate all external and internal CM interfaces including:
 - Generate and maintain a CM Plan per MWI 8040.1. Review the plan every six months and identify changes. Update the plan, as required, subsequent to the six-month schedule intervals.
 - Support the identification/definition of the technical configuration documentation.
 - Act as the Project Control Board (PCB) Administrator (Secretariat) per MWI 8040.2.
 - Process and account for changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3.
 - Process and account for program, contractor changes, deviations, and waivers through the project CM system as specified in the Project CM Plan.
 - Support administration of audits per MWI 8040.6.
 - Perform CM System audits per MWI 8040.7 and certify the CM System.
 - Provide support to define CM requirements for contract Statement of Works (SOWs) and CM Data Requirements.
 - Review CM-related data deliverables when received by the project.
 - Provide training to Project personnel for CM processes.
2. Support administration of Requirements and Design Reviews per MWI 8060.3:
 - Perform Review Item Discrepancy (RID) Coordinator functions: coordinate the set-up of an

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appropriate RID processing/tracking system; input/track RIDs from submission through closure; and provide status reports, as required.

- Compile requirements and design review packages.
3. Support administration of the Acceptance Review:
- Compile Acceptance Data Package (ADP)
 - Review CM-related sections of the ADP.
4. Provide Data Management (DM) support to define, implement, and maintain a project DM System that complies with NASA, MSFC MPG 7120.3, and project unique requirements and to accommodate all external and internal DM interfaces including:
- Generate and maintain a DM Plan per MWI 7120.5. Review the plan every six months and identify changes. Update the plan, as required, subsequent to the six-month schedule intervals.
 - Administer the Document Control Process (DCP) through the PCB for non-configuration documentation.
 - Support the identification/definition of Project data requirements, overall project requirements, contractor and in-house supplied per MWI 7120.2.
 - Provide support to project to define DM requirements for contract SOWs and DM Data Requirements (DRs) per MWI 7120.2.
 - Coordinate updates to project DPD, DRL, and IDRD.
 - Revise, delete and add to each project, as requested by the project.
 - Track and receive deliverable data per the project DPD, IDRD, and DRL using the Space Transportation Information Network (STIN) automated system.
 - Develop Project Master List per MPG 7120.3 through the STIN database and associated Excel spreadsheets and serve as the Project Master List Custodian.
 - Review DM-related data deliverables when received by the project (at Requirements and Design Reviews, etc.).
 - Perform DM System audits and certify the DM System.
 - Support Records Management planning.
 - Provide training to Project personnel for DM processes.
5. Implement the NGLT Program/Project STIN and PDS interface for migration of data from PDS to STIN.

PWI will perform the following unique tasks for PT&I Project, WBS 2.7 and Technology Flight Demonstrations Subproject, WBS 4.3.7:

6. Administer the project/subproject activity by providing minutes and action item tracking utilizing STIN.

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SPECIAL INSTRUCTIONS:

Quality records will be maintained IAW MPG 1440.2.

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

SCHEDULE AND/OR MILESTONES:

REP - 721-26-1H

- Deliver draft PCB Charter letter - 4/2003
- Deliver draft CDM Plan - 5/2003
- Engine System PDR - 6/2003

DJE

RBCC/ISTAR JCM 713-13-21

- No milestones

IPD 721-26-1E

- Deliver draft PCB Charter letter - 4/2003
- Deliver draft DM Plan - 5/2003
- Deliver draft CM Plan - 6/2003

DJE

AP 721-26-40

- Deliver draft PCB Charter letter - 4/2003
- White Sands APS Test Bed CDR - 5/2003
- Deliver draft DM Plan - 5/2003
- Deliver draft CM Plan - 6/2003
- Aerojet Prototype RCE CDR - 7/2003

DJE

PT&I 721-26-50


- Deliver draft DM plan - 5/2003

JM

FLIGHT MECHANICS 721-25-79

- No milestones

CDM

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FLIGHT DEMONSTRATIONS 721-21-98 - Sandia Technical Interchange Meeting (TIM) - 5/2003 - Quarterly Review – 6/2003 - Program Requirements Review (PRR) – 7/2003 - Test Readiness Review (TRR) – 8/2003	
CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	6/17/03
PERIOD OF PERFORMANCE: 4/1/03 – 8/31/03	

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121

UPN:

TASK ORDER #: TD10-01-002 R3

DATE: 6-20-03

Program/Project/Office: CDM Support for ASTP and ISTAR

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3 of this contract to provide ASTP and ISTAR, and CDM support.

- 1) Provide Configuration Management (CM) support to define, implement, and maintain a project CM system that complies with NASA, MSFC MPG 8040.1, and project unique requirements and accommodates all external and internal CM interfaces.
 - Provide Secretariat support and administer Configuration Control Board (CCB) activity in accordance with MWI 8040.2
 - Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3
 - Process and account program and contractor changes, deviations, and waivers through the project CM system as specified in the Project CM Requirements or Plan
 - Provide support to the project to define CM requirements for contract Statement of Work (SOW) and CM Data Requirements
 - Review CM-related data deliverables when received by the project (at Design Reviews, etc.)
- 2) Provide Data Management (DM) support to the Program/Project Data Manager to define, implement, and maintain a project DM system that complies with NASA, MSFC MPG 7120.3, and project unique requirements and accommodates all external and internal DM interfaces.
 - Administer the document control process for non-CCB documents in accordance with MPG 7120.3 and the Project DM Plan.
 - Review project data for preparation compliance with MWI 7120.4.
 - Provide support to the projects to define DM requirements for contract SOW and DM Data Requirements
 - Review DM-related data deliverables when received by the project (at Design Reviews, etc.)
 - Support Records Management planning in accordance with MPG 1440.2
- 3) Review the CM Plan per MWI 8040.1 and the DM Plan per MWI 7120.5. Plans will be reviewed on a six-month schedule. Changes, if any, will be incorporated following the review.
- 4) Support the identification/definition of Project Data Requirements, overall project requirements, contractor and in-house supplied in accordance with MWI 7120.2.
- 5) Track and receive deliverable data per the project Data Procurement Document, In-house Data Requirements Document, and Data Requirements List (or equivalent).

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- 6) Serve as the Master List custodian in accordance with MPG 7120.3.
- 7) Support administration of Technical and Design Reviews.
- 8) Maintain the master change files--Program Control Number (PCN) files.
- 9) Provide the official transfer point for in-house prepared documentation to the MSFC Documentation Repository.

SPECIAL INSTRUCTIONS:

All Project technical reviews contained in the milestones are subject to Project schedules.

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

Revision #2 is to update the travel requirements.

SCHEDULE AND/OR MILESTONES:

01/2003 - Review the CM & DM Plan

05/2003 - ISTAR Ground Test Engine Conceptual Design Review

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
Period of Performance: 9/1/02 - 6/16/03	

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121

UPN: 251-30

TASK ORDER #: CD30-01-001

DATE: September 1, 2002

Program/Project/Office: Technology Transfer Department

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.5 of this contract to support the Technology Transfer Office.

1. In accordance with CD30-OWI-001, PWI will maintain and update NASA databases, such as the NASA Technology Tracking System (TechTracS), Information Technology (IT), and Technology Inventory databases. The databases are used to control and track the status of Technology Transfer Department (TTD) initiatives and activities. This task includes input and querying of the databases and developing reports, as well as creating, as needed, and maintaining web-based information sources for reporting new technology and commercialization initiatives.
2. In accordance with CD30-OWI-001, PWI will support the MSFC Small Business Innovation Research/Small Business Technology Transfer (SBIR/STTR) team, including coordination with MSFC Program/Project contacts, Contracting Officer's Technical Representative (COTRs), Procurement, and other NASA centers, as needed. PWI will use NASA's Electronic Handbook (EHB), Excel and other databases as needed to provide reports on SBIR/STTR solicitation development and proposal rankings, and will use TechTracS and other databases as needed for SBIR/STTR contract data. This task includes input and querying of the databases and developing reports.
3. In accordance with CD30-OWI-001, PWI will perform data maintenance, tracking, analyses, and validation of documentation to support Commercialization Assistance Team (CAT) and Software Usage Agreement (SUA) activities. PWI will provide MSFC inputs to update and maintain TechTracS, and other relevant databases. Also, PWI will create, as needed, and maintain web-based data sources which contribute to new technology reporting, publication, and commercialization.
4. In accordance with CD30-OWI-001, PWI will develop and review documentation, as needed, by the Technology Transfer Department, using the SBIR/STTR EHB, TechTracS, and other databases as needed.
5. In accordance with CD30-OWI-001, PWI will provide support to internal and external meetings; provide minutes and corresponding follow-on actions as required, by the Technology Transfer Department.

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6. PWI will develop, maintain, integrate, and update tools used to control and track the status Technology Transfer initiatives and activities in the following areas: graphics/illustrations, Technology Transfer web site responsibility, and multimedia support.

SPECIAL INSTRUCTIONS:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

SCHEDULE AND/OR MILESTONES:

Provide TechTracs (TTS) Database Report (SUA/Lic/NTR/Compliance) – 3/1/03, 6/1/03, and 8/31/03 ✓
Provide TechTracS DBA/Information Technology (IT) report – 3/1/03 and 8/31/03 ✓
Develop SBIR/STTR report – 3/1/03, 8/31/03 ✓
Generate Royalty/Annual Report Reminder Letters – 3/1/03 and 8/31/03 ✓
Complete "Patents Available for Licensing" project – 8/31/03 ✓
Complete FY03 Technology Inventory Database Input – 8/31/03 ✓
Provide TTD meeting minutes – 3/1/03 and 8/31/03 ✓
Develop/review documentation for the Technology Transfer Department – 3/1/03 and 8/31/03 ✓
Review Task Order/Implementation Plan – 3/1/03 ✓

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.5, Cost Control and Customer Satisfaction
WBS: 1.5	
Period of Performance: 9/1/02 - 8/31/03	

8/5/02

PWI Sensitive Material

CD30-01-001

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121
UPN: 251-30 TV

TASK ORDER #: CD30-01-001 R1
DATE: NOV 04 2002

Program/Project/Office: Technology Transfer Department

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.5 of this contract to support the Technology Transfer Office.

1. In accordance with CD30-OWI-001, PWI will maintain and update NASA databases, such as the NASA Technology Tracking System (TechTracS), Information Technology (IT), and Technology Inventory databases. The databases are used to control and track the status of Technology Transfer Department (TTD) initiatives and activities. This task includes input and querying of the databases and developing reports, as well as creating, as needed, and maintaining web-based information sources for reporting new technology and commercialization initiatives.
2. In accordance with CD30-OWI-001, PWI will support the MSFC Small Business Innovation Research/Small Business Technology Transfer (SBIR/STTR) team, including coordination with MSFC Program/Project contacts, Contracting Officer's Technical Representative (COTRs), Procurement, and other NASA centers, as needed. PWI will use NASA's Electronic Handbook (EHB), Excel and other databases as needed to provide reports on SBIR/STTR solicitation development and proposal rankings, and will use TechTracS and other databases as needed for SBIR/STTR contract data. This task includes input and querying of the databases and developing reports.
3. In accordance with CD30-OWI-001, PWI will perform data maintenance, tracking, analyses, and validation of documentation to support Commercialization Assistance Team (CAT) and Software Usage Agreement (SUA) activities. PWI will provide MSFC inputs to update and maintain TechTracS, and other relevant databases. Also, PWI will create, as needed, and maintain web-based data sources which contribute to new technology reporting, publication, and commercialization.
4. In accordance with CD30-OWI-001, PWI will develop and review documentation, as needed, by the Technology Transfer Department, using the SBIR/STTR EHB, TechTracS, and other databases as needed.
5. In accordance with CD30-OWI-001, PWI will provide support to internal and external meetings; provide minutes and corresponding follow-on actions as required, by the Technology Transfer Department.

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PWI Sensitive Material

CD30-01-

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6. PWI will develop, maintain, integrate, and update tools used to control and track the status of Technology Transfer initiatives and activities in the following areas: graphics/illustrations, Technology Transfer web site responsibility, and multimedia support.

SPECIAL INSTRUCTIONS:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

Revision #1 is to update the travel requirements.

SCHEDULE AND/OR MILESTONES:

Provide TechTracs (TTS) Database Report (SUA/Lic/NTR/Compliance) – 3/1/03, 6/1/03, and 8/31/03
Provide TechTracS DBA/Information Technology (IT) report – 3/1/03 and 8/31/03
Develop SBIR/STTR report – 3/1/03, 8/31/03
Generate Royalty/Annual Report Reminder Letters – 3/1/03 and 8/31/03
Complete "Patents Available for Licensing" project – 8/31/03
Complete FY03 Technology Inventory Database Input – 8/31/03
Provide TTD meeting minutes – 3/1/03 and 8/31/03
Develop/review documentation for the Technology Transfer Department – 3/1/03 and 8/31/03
Review Task Order/Implementation Plan – 3/1/03

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.5, Cost Control and Customer Satisfaction
WBS: 1.5	
Period of Performance: 9/1/02 - 8/31/03	

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CONTRACT #: NAS8-01121

TASK ORDER #: CD30-01-001 R2

UPN: WBS: ~~251-30-02~~ ⁶² 62-253-30-02

DATE: 2-25-03

Program/Project/Office: Technology Transfer Department

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.5 of this contract to support the Technology Transfer Department ~~Office:~~ ^{SW}

1. In accordance with CD30-OWI-001, PWI will maintain and update NASA databases, such as the NASA Technology Tracking System (TechTracS), Information Technology (IT), and Technology Inventory databases. The databases are used to control and track the status of Technology Transfer Department (TTD) initiatives and activities. This task includes input and querying of the databases and developing reports, as well as creating, as needed, and maintaining web-based information sources for reporting new technology and commercialization initiatives.
2. In accordance with CD30-OWI-001, PWI will support the MSFC Small Business Innovation Research/Small Business Technology Transfer (SBIR/STTR) team, PWI will use NASA's Electronic Handbook (EHB), Excel and other databases as needed to provide reports on SBIR/STTR solicitation development and proposal rankings, and will use TechTracS and other databases as needed for SBIR/STTR contract data. This task includes input and querying of the databases and developing reports.
3. In accordance with CD30-OWI-001, PWI will perform data maintenance, tracking, analyses, and validation of documentation to support Commercialization Assistance Team (CAT) and Software Usage Agreement (SUA) activities. PWI will provide MSFC inputs to update and maintain TechTracS, and other relevant databases. Also, PWI will create, as needed, and maintain web-based data sources which contribute to new technology reporting, publication, and commercialization.
4. In accordance with CD30-OWI-001, PWI will develop and review documentation, as needed, by the Technology Transfer Department, using the SBIR/STTR EHB, TechTracS, and other databases as needed.
5. In accordance with CD30-OWI-001, PWI will provide support to internal and external meetings; provide minutes and corresponding follow-on actions as required, by the Technology Transfer Department.

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6. PWI will develop, maintain, integrate, and update tools used to control and track the status of Technology Transfer initiatives and activities in the following areas: graphics/illustrations, Technology Transfer web site responsibility, and multimedia support

SPECIAL INSTRUCTIONS:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

Revision #2 is to remove the Senior Engineer SBIR support for the period of ~~December 1, 2002~~ ^{March 1, 2003 *KPM*} through August 31, 2003. *ac*

SCHEDULE AND/OR MILESTONES:

Provide TechTracs (TTS) Database Report (SUA/Lic/NTR/Compliance) – 3/1/03, 6/1/03, and 8/31/03
Provide TechTracS DBA/Information Technology (IT) report – 3/1/03 and 8/31/03
Develop SBIR/STTR report – 3/1/03, 8/31/03
Generate Royalty/Annual Report Reminder Letters – 3/1/03 and 8/31/03
Complete "Patents Available for Licensing" project – 8/31/03
Complete FY03 Technology Inventory Database Input – 8/31/03
Provide TTD meeting minutes – 3/1/03 and 8/31/03
Develop/review documentation for the Technology Transfer Department – 3/1/03 and 8/31/03
Review Task Order/Implementation Plan – 3/1/03

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.5, Cost Control and Customer Satisfaction
WBS: 1.5	
Period of Performance: 9/1/02 - 8/31/03	

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121

TASK ORDER #: ED37-01-001

UPN: 62-400-34-10-1P

DATE: 4-11-03

Program/Project/Office: Engineering Directorate

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3 of this contract to provide producibility review of electrical and electromechanical design documentation.

Tasks

1. Work closely with ED37, Support contractor manufacturing, and inspection personnel to fully understand standard shop practices, capabilities, operating procedures, and requirements.
2. Provide producibility review of design drawings, procedures and other electrical/electromechanical documentation generated by ED10 personnel.
3. Producibility review shall include, but not be limited to the following:
 - a. Development and use of producibility check list.
 - b. Review of documentation at various stages between conceptual design and final release.
 - c. Signature approval for manufacturing at final release.
 - d. Continual improvement of producibility review using feed back from ED37, ED10, QS10, and review of engineering changes, updating check list as needed.
4. Provide training for design, manufacturing, and other personnel as necessary on producibility requirements and common manufacturing and inspection issues with design documentation.

Performance requirements:

-Development and maintenance of producibility check list.

-High quality producibility review of ED10 documentation in order to limit manufacturing issues and minimize documentation changes.

Maintain Quality Records

-Documentation reviewed

-Producibility review comments

Document Maintenance

-Producibility check list

-Documentation files

TASK ORDER CDM SERVICES CONTRACT	
<u>SPECIAL INSTRUCTIONS:</u>	
The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.	
Manage all records for which PWI is designated custodian in accordance with MPG 1440.2	
<u>SCHEDULE AND/OR MILESTONES:</u>	
No Milestones	
CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
Period of Performance: 04/01/03 - 08/31/03	

WJ

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121

UPN: 297-10-00

TASK ORDER #: ED40-01-001

DATE: 8-8-02

Program/Project/Office: DM Support for Technical Standards Program

TASK DESCRIPTIONS:

The contractor shall provide support to the NASA Technical Standards Program by performing the tasks identified under WBS 1.4 of this contract.

1. NASA Technical Standards Program Manager consultation on technical issues –provide management advice where appropriate.
 - Provide inputs to and overview of all Program key initiatives.
 - Prepare draft white papers on operational technical issues
 - Prepare draft responses for Program Manager on technical issues.
 - Review and provide inputs to Program documents (examples, NPD, NPG, Program Plan, & Document Mgmt Plan)
 - Attend Agency wide and Industry seminars/meetings and make presentations when requested. Prepare draft charts for these meetings.
 - Participate in reviews of web page updates pertaining to all aspects of the Program.
2. NASA Developed Standards Product Support.
 - Reformat draft copies of NASA Developed Standards products.
 - Coordinate with document authors and reviewers in the refinement of the NASA developed documents.
 - Maintain a status of NASA Developed documents.
 - Support the conversion of Center Developed Standards to VCS or NASA developed standard products as required
3. Review lists of standards documents (title, date, current status) recommended for Agency adoption to validate the input. Provide recommended document inputs to the web page manager in appropriate format for adding to the Adopted or Pending Adoption listing on the NASA Technical Standards preferred listing. This includes documents submitted for update notification under SUNS system.
 - Prepare lists of Pending Adoption standard documents to be sent to Agency Technical Standards Working Group members for review and endorsement.
 - Review and prepare updates to the standard products listed on the NASA Preferred Technical Standards listing.
4. Evaluate and provide responses to questions from NASA & Industry personnel pertaining to standards. Also evaluate and provide responses to feedback questions pertaining to the NASA Tech Standards Full Text Technical Standards System.
5. Review and prepare inputs and draft requirement documents pertaining to Program Office initiatives to include awareness and training media material.
6. Access Lessons Learned databases on web site to extract valid lessons learned and provide key words to facilitate searching.

TASK ORDER
CDM SERVICES CONTRACT

SPECIAL INSTRUCTIONS:

Support will be accomplished in collaboration with NASA Technical Standards Program Manager and Staff Members.

The contractor shall notify the COTR when 75% of cost is incurred and no later than 1 week prior to depletion of funds.

SCHEDULE AND/OR KEY MILESTONES:

As established by NASA Technical Standards Program Manager in response to established Program action items.

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.4, Cost Control and Customer Satisfaction
WBS: 1.4	
Period of Performance: 9/1/02 - 8/31/03	

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121
UPN: 379-40-10

TASK ORDER #: ED40-01-001 R1
DATE: OCT 17 2002

Program/Project/Office: DM Support for Technical Standards Program

TASK DESCRIPTIONS:

The contractor shall provide support to the NASA Technical Standards Program by performing the tasks identified under WBS 1.4 of this contract.

1. NASA Technical Standards Program Manager consultation on technical issues –provide management advice where appropriate.
 - Provide inputs to and overview of all Program key initiatives.
 - Prepare draft white papers on operational technical issues
 - Prepare draft responses for Program Manager on technical issues.
 - Review and provide inputs to Program documents (examples, NPD, NPG, Program Plan, & Document Mgmt Plan)
 - Attend Agency wide and Industry seminars/meetings and make presentations when requested. Prepare draft charts for these meetings.
 - Participate in reviews of web page updates pertaining to all aspects of the Program.
2. NASA Developed Standards Product Support.
 - Reformat draft copies of NASA Developed Standards products.
 - Coordinate with document authors and reviewers in the refinement of the NASA developed documents.
 - Maintain a status of NASA Developed documents.
 - Support the conversion of Center Developed Standards to VCS or NASA developed standard products as required
3. Review lists of standards documents (title, date, current status) recommended for Agency adoption to validate the input. Provide recommended document inputs to the web page manager in appropriate format for adding to the Adopted or Pending Adoption listing on the NASA Technical Standards preferred listing. This includes documents submitted for update notification under SUNS system.
 - Prepare lists of Pending Adoption standard documents to be sent to ESSC members for review and endorsement.
 - Review and prepare updates to the standard products listed on the NASA Preferred Technical Standards listing.
4. Evaluate and provide responses to questions from NASA & Industry personnel pertaining to standards. Also evaluate and provide responses to feedback questions pertaining to the NASA Tech Standards Full Text Technical Standards System.
5. Review and prepare inputs and draft requirement documents pertaining to Program Office initiatives to include awareness and training media material.
6. Access Lessons Learned databases on web site to extract valid lessons learned and provide key words to facilitate searching.

<p>TASK ORDER CDM SERVICES CONTRACT</p>	
<p><u>SPECIAL INSTRUCTIONS:</u></p> <p>Support will be accomplished in collaboration with NASA Technical Standards Program Manager and Staff Members.</p> <p>The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.</p> <p>Revision 1 is to update travel requirements.</p> <p><u>SCHEDULE AND/OR KEY MILESTONES:</u></p> <p>As established by NASA Technical Standards Program Manager in response to established Program action items.</p>	
CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.4, Cost Control and Customer Satisfaction
WBS: 1.4	
Period of Performance: 9/1/02 - 8/31/03	

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121

TASK ORDER #: FD20-01-001

UPN:

DATE: 8-8-02

Program/Project/Office: CDM Support for Node 2/3

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3 of this contract to provide CDM support the Node 2/3 project.

1. Provide Configuration Management (CM) support to define, implement, and maintain a project CM system that complies with NASA, MSFC MPG 8040.1, and project unique requirements and accommodates all external and internal CM interfaces.
2. Provide Data Management (DM) support to the Program/Project Data Manager to define, implement, and maintain a project DM system that complies with NASA, MSFC, and project unique requirements and accommodates all external and internal DM interfaces.
3. Review the CM Plan per MWI 8040.1. Plans will be reviewed on a six-month schedule. Outstanding changes will be incorporated then.
4. Review the DM Plan per MWI 7120.5. Plans will be reviewed on a six-month schedule. Outstanding changes will be incorporated then.
5. Provide the Secretariat for the NODE 2/3 CCB in accordance with MWI 8040.2. Secretariat responsibilities include:
 - Reserve project, CCB, and effectivity codes with the MSFC Release Desk
 - Create and maintain CCB charter memos and Effectively Sheets; coordinate through project approval and distribute
 - Receive ECR, ECP, and DAR change packages, check for completeness, and assign PCN number.
 - Coordinate with project for assignment of CPE and evaluators
 - Distribute change packages for review, coordinate with CPE and schedule for CCB
 - Prepare and distribute CCB agendas and minutes and administer the CCB meetings
 - Prepare CCB Directives or CCB Change Evaluations and obtain CCB member signatures
 - Track SSCN actions to completion.
 - Provide CCB Change Evaluations to higher-level board as applicable.
 - Aid project to submit proposed changes to higher level boards as applicable.
6. Provide configuration accounting in accordance with MPG 8040.1. Utilize project tracking and accounting systems (Filemaker Pro and Excel).
7. Provide CPTAS change tracking and status IAW MPG 8040.1 and MSFC-MNL-1951.
8. Maintain the master change file, Program Control Number (PCN) file.
9. Provide CM support to the FCA/PCA in accordance with MWI 8040.6.
10. Perform CM audits per MWI 8040.7 or appropriate program documents, and certify CM System.
11. Administer the Document Control Process (DCP) (for non-configuration documentation) per MPG

7120.3.

12. Receive and track data deliverables (BDEALS), primarily electronic delivery by FTP.
13. Serve as the Master List custodian in accordance with MPG 7120.3.
14. Support Technical and Design Reviews by compiling the data package, administering the RID system and tracking RID's to closure, and providing the Preboard/Board minutes.
15. Support compilation Acceptance Data Packages (ADP's).
16. Pre-screen ISS Program changes for Node 2/3 impact utilizing project-provided keywords.
17. Provide changes to screening group for further screening and action.
18. Receive ISS PIRN's related to Node 2/3 ICD's, coordinate with project engineering to assign CPE and evaluators, distribute for evaluation, and prepare consolidated change evaluation. Provide consolidated change evaluation to the ISS ICWG Secretariats.
19. Maintain the Node 2/3 website.
20. Receive, file, and track data packages received from Alenia or Boeing; track data requests by Alenia or project personnel
21. Provide programming and administration for the Node RID System Filemaker Pro Database.
22. Coordinate with the FD20 OCIO and ODIN concerning the Node server, web services, FTP services, Filemaker Pro server, and required security, passwords, etc.
23. Provide administrative support for presentations and reproduction as time allows.
24. Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3

SPECIAL INSTRUCTIONS:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

SCHEDULE AND/OR MILESTONES:

- 09/2002 - Node 3 Design Review 2 (DR2)✓
- 10/2002 - Review CM & DM Plan✓
- 03/2003 - Node 2 Final Acceptance Review✓
- 04/2003 - Review CM & DM Plan✓

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
Period of Performance: 9/1/02 – 8/31/03	

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121
UPN: 62-477-12-10

TASK ORDER #: FD20-01-001 R1
DATE: 4-25-03

Program/Project/Office: CDM Support for Node 2/3

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3 of this contract to provide CDM support the Node 2/3 project.

1. Provide Configuration Management (CM) support to define, implement, and maintain a project CM system that complies with NASA, MSFC MPG 8040.1, and project unique requirements and accommodates all external and internal CM interfaces.
2. Provide Data Management (DM) support to the Program/Project Data Manager to define, implement, and maintain a project DM system that complies with NASA, MSFC, and project unique requirements and accommodates all external and internal DM interfaces.
3. Review the CM Plan per MWI 8040.1. Plans will be reviewed on a six-month schedule. Outstanding changes will be incorporated then.
4. Review the DM Plan per MWI 7120.5. Plans will be reviewed on a six-month schedule. Outstanding changes will be incorporated then.
5. Provide the Secretariat for the NODE 2/3 CCB in accordance with MWI 8040.2. Secretariat responsibilities include:
 - Reserve project, CCB, and effectivity codes with the MSFC Release Desk
 - Create and maintain CCB charter memos and Effectively Sheets; coordinate through project approval and distribute
 - Receive ECR, ECP, and DAR change packages, check for completeness, and assign PCN number.
 - Coordinate with project for assignment of CPE and evaluators
 - Distribute change packages for review, coordinate with CPE and schedule for CCB
 - Prepare and distribute CCB agendas and minutes and administer the CCB meetings
 - Prepare CCB Directives or CCB Change Evaluations and obtain CCB member signatures
 - Track SSCN actions to completion.
 - Provide CCB Change Evaluations to higher-level board as applicable.
 - Aid project to submit proposed changes to higher level boards as applicable.
6. Provide configuration accounting in accordance with MPG 8040.1. Utilize project tracking and accounting systems (Filemaker Pro and Excel).
7. Provide CPTAS change tracking and status IAW MPG 8040.1 and MSFC-MNL-1951.
8. Maintain the master change file, Program Control Number (PCN) file.
9. Provide CM support to the FCA/PCA in accordance with MWI 8040.6.
10. Perform CM audits per MWI 8040.7 or appropriate program documents, and certify CM System.
11. Administer the Document Control Process (DCP) (for non-configuration documentation) per MPG

TASK ORDER
CDM SERVICES CONTRACT

7120.3.

12. Receive and track data deliverables (BDEALS), primarily electronic delivery by FTP.
13. Serve as the Master List custodian in accordance with MPG 7120.3.
14. Support Technical and Design Reviews by compiling the data package, administering the RID system and tracking RID's to closure, and providing the Preboard/Board minutes.
15. Support compilation Acceptance Data Packages (ADP's).
16. Pre-screen ISS Program changes for Node 2/3 impact utilizing project-provided keywords.
17. Provide changes to screening group for further screening and action.
18. Receive ISS PIRN's related to Node 2/3 ICD's, coordinate with project engineering to assign CPE and evaluators, distribute for evaluation, and prepare consolidated change evaluation. Provide consolidated change evaluation to the ISS ICWG Secretariats.
19. Maintain the Node 2/3 website.
20. Receive, file, and track data packages received from Alenia or Boeing; track data requests by Alenia or project personnel
21. Provide programming and administration for the Node RID System Filemaker Pro Database.
22. Coordinate with the FD20 OCIO and ODIN concerning the Node server, web services, FTP services, Filemaker Pro server, and required security, passwords, etc.
23. Provide administrative support for presentations and reproduction as time allows.
24. Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3
25. Provide Program Integration and Project Management services to the Node 2 and Node 3 Projects. Provide detailed qualitative and quantitative technical insight and oversight to project software development, software integration, and software testing. This support includes Node 2 and Node 3 Computer Software Configuration Items (CSCIs) and the applicable external Tier 2, Tier 3, and Portable Computer System (PCS) software.
26. Participate in the development, coordination, approval, and closure package development for software verification requirements, as defined in the Node Element's Prime Item Development Specifications (PIDs). Provide support and/or review of any testing, inspection, analysis and demonstrations related to the closing of PIDs level software requirements.
27. Represent the Node Project Office during weekly software meetings: Avionics Software Control Board (ASCB), Schedule Review Panel, Joint Software Review Panel (JSRP), Boeing Software Configuration Control Board (CCB) and participate in the Node Project weekly meetings.
28. Review and provide technical and programmatic inputs to the disposition of International Space Station (ISS) Program related change requests and Alenia Spazio Engineering Change Proposals that impact Nodes Element software. Provide technical insight and recommend alternate solutions, as required, for special topics deemed important to the Nodes Project Office.

TASK ORDER
CDM SERVICES CONTRACT

SPECIAL INSTRUCTIONS:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week to depletion of funds.

The purpose of revision #1 is to add a senior engineer to support items 25 through 28 listed during the months of May 2003 through August 2003.

SCHEDULE AND/OR MILESTONES:

09/2002 - Node 3 Design Review 2 (DR2)
10/2002 - Review CM & DM Plan
03/2003 - Node 2 Final Acceptance Review
04/2003 - Review CM & DM Plan

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1 Control and Customer Satisfaction
WBS: 1.3	
Period of Performance: 9/1/02 – 8/31/03	

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121

UPN: 264-02

TASK ORDER #: FD20-01-002

DATE: SEP 01 2002

Program/Project/Office: CDM Support for External Carriers Group (FD23)

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3 to provide CDM support to the External Carriers Group within the Flight Projects Directorate.

1. Provide Configuration Management (CM) support to define, implement, and maintain a project CM system that complies with NASA, MSFC MPG 8040.1, and project unique requirements and accommodates all external and internal CM interfaces.
2. Provide Data Management (DM) support to the Program/Project Data Manager to define, implement, and maintain a project DM system that complies with NASA, MSFC, and project unique requirements and accommodates all external and internal DM interfaces.
3. Review the CM Plan per MWI 8040.1. Plans will be reviewed on a six-month schedule. Outstanding changes will be incorporated then.
4. Review the DM Plan per MWI 7120.5. Plans will be reviewed on a six-month schedule. Outstanding changes will be incorporated then.
5. Provide the Secretariat for the External Carriers CCB in accordance with MWI 8040.2. Secretaria responsibilities include:
 - Reserve project, CCB, and effectivity codes with the MSFC Release Desk
 - Create and maintain CCB charter memos and Effectively Sheets; coordinate through project approval and distribute
 - Receive ECR, ECP, and DAR change packages, check for completeness, and assign PCN number.
 - Coordinate with project for assignment of CPE and evaluators
 - Distribute change packages for review, coordinate with CPE and schedule for CCB
 - Prepare and distribute CCB agendas and minutes and administer the CCB meetings
 - Prepare CCB Directives or CCB Change Evaluations and obtain CCB member signatures
 - Track CCB Directive actions to completion.
 - Provide CCB Change Evaluations to higher-level board as applicable.
 - Aid project to submit proposed changes to higher level boards as applicable.
6. Provide configuration accounting in accordance with MPG 8040.1. Utilize project tracking and accounting systems (Filemaker Pro and Excel).
7. Provide CPTAS change tracking and status IAW MPG 8040.1 and MSFC-MNL-1951.
8. Maintain the master change file, Program Control Number (PCN) file.
9. Provide CM support to the FCA/PCA in accordance with MWI 8040.6.
10. Perform CM audits per MWI 8040.7 or appropriate program documents, and certify the CM System.

TASK ORDER
CDM SERVICES CONTRACT

11. Administer the Document Control Process (DCP) (for non-configuration documentation) per MPG 7120.3.
12. Support Technical and Design Reviews by compiling the data package, administering the RID system and tracking RID's to closure, and providing the Preboard/Board minutes.
13. Receive and pre-screen ISS Program changes for External Carrier project impact utilizing project provided keywords. Provide changes to project designee for screening.
14. Maintain reference files of project data.
15. Serve as the Master List custodian in accordance with MPG 7120.3.
16. Support Records Management planning.
17. Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3.
18. Transitioning of Boeing documentation to MSFC. This to include:
 - Maintain an integrated database (provided by NASA)
 - Identify what records are current in the MSFC repository and merge the applicable documentation
 - Retrieve requested data per customer needs
 - Identify what data are NASA Records and coordinate with Center Records Officer to disposition needs.
19. Data Management for Cargo Integration – this to include:
 - Develop documentation through research for library and database purposes.
20. Supports Space/Payload Carriers Closeout Activities.
 - Extracting data from documentation.
 - Cataloging data/documentation for easy access of data, and ability to pinpoint data/information/documentation of a previous mission as it would assist or relate to a new mission.
 - Data entry.
 - Develop documentation through research for library and database purposes.

<p align="center">TASK ORDER CDM SERVICES CONTRACT</p>	
<p><u>SPECIAL INSTRUCTIONS:</u></p> <p>The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.</p> <p><u>SCHEDULE AND/OR KEY MILESTONES:</u></p> <p>09/2002 – Final Draft of the External Carriers DM Plan ✓ 11/2002 - Review the CM Plan ✓ 03/2003 – Review the DM Plan ✓ 05/2003 – Review the CM Plan</p>	
CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
Period of Performance: 9/1/02 – 8/31/03	

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121

UPN: 467-10

TASK ORDER #: FD20-01-003

DATE: September 1, 2002

Program/Project/Office: CDM Support for ECLSS (FD21)

TASK DESCRIPTIONS:

The contractor shall provide configuration and data management (CDM) support to the ECLSS Project by performing the tasks under WBS 1.3 of this contract.

1. Provide Configuration Management (CM) support to define, implement, and maintain a project CM system that complies with NASA, MSFC MPG 8040.1, and project unique requirements and accommodates all external and internal CM interfaces.
2. Provide Data Management (DM) support to the Program/Project Data Manager to define, implement, and maintain a project DM system that complies with NASA, MSFC, and project unique requirements and accommodates all external and internal DM interfaces.
3. Review the CM Plan per MWI 8040.1. Plans will be reviewed on a six-month schedule. Outstanding changes will be incorporated then.
4. Review the DM Plan per MWI 7120.5. Plans will be reviewed on a six-month schedule. Outstanding changes will be incorporated then.
5. Provide the Secretariat for the ECLSS CCB in accordance with MWI 8040.2. Secretariat responsibilities include:
 - Reserve project, CCB, and effectivity codes with the MSFC Release Desk
 - Create and maintain CCB charter memos and Effectively Sheets; coordinate through project approval and distribute
 - Receive ECR, ECP, and DAR change packages, check for completeness, and assign PCN number.
 - Coordinate with project for assignment of CPE and evaluators
 - Distribute change packages for review, coordinate with CPE and schedule for CCB
 - Prepare and distribute CCB agendas and minutes and administer the CCB meetings
 - Prepare CCB Directives or CCB Change Evaluations and obtain CCB member signatures
 - Track CCB actions to completion.
 - Provide CCB Change Evaluations to higher-level board as applicable.
 - Aid project to submit proposed changes to higher level boards as applicable.
6. Provide configuration accounting in accordance with MPG 8040.1. Utilize project tracking and accounting systems (Filemaker Pro and Excel).
7. Provide CPTAS change tracking and status IAW MPG 8040.1 and MSFC-MNL-1951.
8. Maintain the master change file, Program Control Number (PCN) file.
9. Provide CM support to the FCA/PCA in accordance with MWI 8040.6.
10. Perform CM audits per MWI 8040.7 or appropriate program documents, and certify the CM System.
11. Administer the Document Control Process (DCP) (for non-configuration documentation) per MPG

TASK ORDER
CDM SERVICES CONTRACT

7120.3.

12. Track and receive deliverable data per the project DPD, IDRD, and DRL (or equivalent).
13. Serve as the Master List custodian in accordance with MPG 7120.3.
14. Support Technical and Design Reviews by compiling the data package, administering the RID system and tracking RID's to closure, and providing the Preboard/Board minutes.
15. Support the compilation of Acceptance Data Packages (ADP's).
16. Maintain the ECLSS website.
17. Administer the ECLSS Group action tracking system.
18. Maintain reference files of project data.
19. Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3
20. Support Records Management planning.
21. Verify export control markings are on all applicable documentation per MWI 7120.4.
22. Support verification closure activities.

TASK ORDER
CDM SERVICES CONTRACT

SPECIAL INSTRUCTIONS:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

All Projects technical reviews contained in the milestones are subject to Project schedules.

SCHEDULE AND/OR MILESTONES:

02/2003 - Review the CM & DM Plan. ✓
03/2003 – FCA/PCA for the Water Processor Assembly ✓
08/2003 – FCA/PCA for the Urine Processor Assembly ✓
08/2003 - Review the CM & DM plan. ✓

CWC:

PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction

WBS: 1.3

Period of Performance: 9/1/02 – 8/31/03

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121

UPN: 575-15-70 (UPN will change Oct 03)

TASK ORDER #: FD20-01-004

DATE: September 1, 2002

Program/Project/Office: CDM Support for Pressurized Carriers Group (FD24)

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3 to provide CDM support to the Pressurized Carriers Group within the Flight Projects Directorate.

1. Provide Configuration Management (CM) support to implement, and maintain a project CM system that complies with NASA, MSFC MPG 8040.1, and project unique requirements and accommodates all external and internal CM interfaces.
2. Review the CM Plan per MWI 8040.1 on a six-month schedule. Outstanding changes will be incorporated then.
3. Provide the Secretariat for the Pressurized Carriers CCB in accordance with MWI 8040.2. Secretariat responsibilities include:
 - Reserve project, CCB, and affectivity codes with the MSFC Release Desk
 - Create and maintain CCB charter memos and Effectivity Sheets; coordinate through project approval and distribute
 - Receive ECR, ECP, and DAR change packages, check for completeness, and assign PCN number.
 - Coordinate with project for assignment of CPE and evaluators
 - Distribute change packages for review, coordinate with CPE and schedule for CCB
 - Prepare and distribute CCB agendas and minutes and administer the CCB meetings
 - Prepare CCB Directives or CCB Change Evaluations and obtain CCB member signatures
 - Track SSCN actions to completion.
 - Provide CCB Change Evaluations to higher-level board as applicable.
 - Aid project to submit proposed changes to higher level boards as applicable.
4. Provide configuration accounting in accordance with MPG 8040.1. Utilize project tracking and accounting systems (Filemaker Pro and Excel).
5. Provide CPTAS change tracking and status IAW MPG 8040.1 and MSFC-MNL-1951.
6. Maintain the master change file, Program Control Number (PCN) file.
7. Perform CM audits per MWI 8040.7 or appropriate program documents, and certify the CM System.
8. Receive ISS PIRN's related to Pressurized Carrier projects, coordinate with project engineering to assign CPE and evaluators, distribute and track evaluations, prepare consolidated change evaluation and route for signatures. Provide consolidated change evaluation to the ISS ICWG Secretariats.
9. Pre-screen ISS Program changes for Pressurized Carrier project impact utilizing project-provided keywords. Provide changes to project designee for screening.

<p align="center">TASK ORDER CDM SERVICES CONTRACT</p>	
<p>10. Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3</p> <p>11. Provide the official transfer point for in-house prepared documentation to the MSFC Documentation Repository.</p> <p>12. Support the MPLM Subsystem Problem Resolution Team (SPRT) meeting. Responsibilities include: Preparing agendas, minutes, and action item tracking.</p>	
<p><u>SPECIAL INSTRUCTIONS:</u></p> <p>The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.</p>	
<p><u>SCHEDULE AND/OR KEY MILESTONES:</u></p> <p>12/2002 – Review the CM Plan ✓ 06/2003 – Review the CM Plan ✓</p>	
<p>CWC:</p>	<p>PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction</p>
<p>WBS: 1.3</p>	
<p>Period of Performance: 9/01/02 – 08/31/03</p>	

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121
UPN: 700-63

TASK ORDER #: FD30-01-001
DATE:

Program/Project/Office: C&DM Support to POIF

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3 of this contract to support the Payloads Operations & Integration Facility (POIF). Supporting tasks also include managing and coordinating the Real-time CM/DM operations support to the POIC/POIF during ISS operations.

– POIF DM (RICO) Tasks

1. Develop policies and manage updates to online real-time documents as per approved Operational Change Request (OCR) directives;
2. Integrate the Payloads Information Management System (PIMS) information contained in the Documents, OCR, and To Do list modules with recovery processes, policies, archive files, and RICO Real-time web site information;
3. Develop and maintain the RICO Data Management Plan and the Records Management Plan that detail the RICO team archive and management functions, operations, and quality record management in terms of databases, libraries, and console operations support;
4. Perform certified console operations over the RICO voice loops and in-turn train and certify the staff as competent to perform the same functions;
5. Act as a single point of contact for electronic real-time payload operations information change status;
6. Manage Operations Change Requests (OCR) implementation on specified document files maintained in the Payload Integration Management System (PIMS) configuration management tool during the processing states identified as the Payload Operations Integration Center (POIC) only.
7. Submit Engineering Change Requests (ECRs) per the Payload Operations handbook (POH) requirements to the POIF Configuration Management (POIF-CM) Group for follow-on processing by MSFC or JSC configuration control boards;
8. For RICO controlled documents, compare Configuration Control Board Directive (CCBD) version changes to online documentation, perform CCBD actions, and update documents with OCRs not included in the CCBD revisions;
9. Post the document revisions (with appropriate change control) into the PIMS Document Module, announce the new version distribution to the Payload Operations Director (POD) via voice communications, and email changes to cadre and other users;
10. In the event of a PIMS failure, provide action item, change request, and change update in-progress status reporting to the POD;
11. Input electronic OCR (EOCRs) into PIMS for International Partners and other Payload Developers (PDs).

TASK ORDER
CDM SERVICES CONTRACT

Control and maintain records consisting of:

- * Documents files
- * Master List
- * Forms

12. Maintain the RICO Reference ACCESS database files to facilitate the location, access, and recovery of archive documents in the Huntsville Operations Support Center (HOSC), building 4663.

13. Support cadre and customer requests for electronic documents and provide retrieval capability from storage locations in the HOSC and building 4610;

14. Manage and maintain on the RICO Real-Time web site using available application tools and FTP operations;

- * Documents,
- * Linkages,
- * Data,

15. Perform rotational shifts to support the Cadre on a 5-day per week 12 hours per day basis (except government holidays).

16. Maintain all Master Lists.

Performance requirements:

Maintain Quality Records

- Operations Change Requests (OCRs)
- POIC Daily Status Reports (DSR)
- Payload Anomaly Report (PARs)
- Cadre Console Logs (CLs)
- PAYCOM Console Log (PCL)

Product Posting to the RICO Real-time

- Crew Training Matrix
- Daily Flow Plan (DFP)
- Designated Maintenance Items (DMI)
- Earth-To-Orbit Vehicle (ETOV)
(Includes Flight Plans and Transfer Lists)
- On-Orbit Operations Summary (OOS)
- Operations Notes (Ops Notes)
- Payload Activity Resource Summary
- Short Term Plan (STP)
- Weekly Look Ahead Plans
- Other data as required and as pages are changed and modified

TASK ORDER
CDM SERVICES CONTRACT

Document Maintenance

-Master List (Documents delivered to RICO from the Office of Primary responsibility or release Desk for posting to the RICO Real-time Posting)

- Data Management
- Ground Command Procedures
- Operations Documents
- Operations Manuals
- Planning Documents

– POIF CM Tasks

1. Secretariat Support for 3 Boards - PODFCB, NPOCB, POCB
2. Process all ECRs, Waivers, and CCBs
3. Provide ECR's to Chairperson for creation of mandatory evaluators
4. Distribute ECR's and necessary attachments to reviewers
5. Receive and consolidate all comments on a matrix to be provided to CPE prior to TCM
6. Schedule date, time, place, call in number for all TCMs and send out notices to all reviewers
7. Provide CM Support at these TCMs by showing charts and answering any CM related questions
8. Schedule Board meetings (time, place, call in number) and send notices
9. Receive disposition comment matrix and board presentation package
10. Generate the CCB
11. Transfer CCB directed actions to Open Action Report
12. Prepare and distribute Board Minutes
13. Data Set Verification
14. Perform Status and Accounting on each change
15. CPTAS inputs
16. Distribute Monthly Open Action Report
17. Create hardcopy for all as a Quality Record
18. Post all ECRs, Waivers, CCBs, Minutes, Notices of any nature, Actions list, Daily Calendar, to the CM web page.
19. Archive Increment Specific Files within OPMS
20. Receive OCRs daily that will become new ECRs
21. Screening Team Duties:
 - * Monitor the POIF CM Mailbox for incoming
 - * Once data is received, make necessary database inputs (filemaker pro)
 - * Distribute the changes to mandatory evaluators and FYI
 - * Notify Change Integrator of the suspense date as it nears
 - * Prepare hardcopies as backup for screenings daily
22. Establish all CM & DM Plan
23. Maintain the POIF Web Site, to include posting items, creating pages, and changing pages.
24. Manage the POIF section of the Payloads Server where the POIF Web Site resides. The tasks are:
 - *Managing security on directories
 - *Directory and file structure

TASK ORDER
CDM SERVICES CONTRACT

*Adding/removing users

*General maintenance/troubleshooting.

25. Support the CM function by troubleshooting web server problems, connectivity problems, and computer system problems. Also build databases (or similar systems) for use (i.e., the ops tracking database)

26. Act as liaison between the Operations Branch and OAO/ODIN, CSC, and other computer hardware and software providers.

27. Serve as Configuration Manager for PDL activities.

SPECIAL INSTRUCTIONS:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

Manage all records for which PWI is designated custodian in accordance with MPG 1440.2

SCHEDULE AND/OR MILESTONES:

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
Period of Performance: 09/01/02 - 09/30/02	

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121

UPN: 700-63

TASK ORDER #: FD30-01-002

DATE:

Program/Project/Office: CDM Support for Payloads Integration & Operations Department

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3 of this contract to provide CDM support to the Payloads Integrations & Operations Department.

MUPG Tasks (Configuration and Data Management)

1. Provide the Secretariat for the MUPG CCB in accordance with MWI 8040.2. Secretariat responsibilities include:
 - Reserve project, CCB, and effectivity codes with the MSFC Release Desk
 - Create and maintain CCB charter memos and Effectivity Sheets; coordinate through project approval and distribute
 - Receive ECR, ECP, and DAR change packages, check for completeness, and assign PCN number.
 - Coordinate with project for assignment of CPE and evaluators
 - Distribute change packages for review, coordinate with CPE and schedule for CCB
 - Prepare and distribute CCB agendas and minutes and administer the CCB meetings
 - Prepare CCB Directives or CCB Change Evaluations and obtain CCB member signatures
 - Track SSCN actions to completion.
 - Provide CCB Change Evaluations to higher-level board as applicable.
 - Aid project to submit proposed changes to higher level boards as applicable.
2. Serve as Secretariat for the EXPRESS Software Control Panel (ESCP).
3. Receive Change Requests (CR) from the EXPRESS Payload Integration Managers (EPIMs).
4. Review CRs and Mandatory Evaluation List (MELs) for accuracy and completeness and forward to JSC/CM for processing.
5. Track PCB actions and initiate closure.
- 6. Serve as Configuration Manager for PDL activities. This includes promoting and demoting of data files and also verification of the updated data files. (September – December 2002)
7. Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3
8. Maintain the master change file, Program Control Number (PCN) file.
9. Provide CPTAS change tracking and status in accordance with MPG 8040.1 and MSFC-MNL-1951.
10. Maintain reference files of project data.
11. Maintain a Project Master List.

■ Denotes support from September to December 2002.

TASK ORDER
CDM SERVICES CONTRACT

12. Serve as the Master List custodian in accordance with MPG 7120.3.
13. Determine the appropriate board to receive new changes: Level II-JSC, Level III-MSFC MUPG.
14. Attend the Payloads Control Board (PCB) as necessary and send out the preliminary and final agendas.
- 15. Support a weekly CM Telecon among the NASA centers. (September – December 2002)
- 16. Participate in the Contractor Coordination Meeting and provide status and accounting. (September – December 2002)
17. Provide CM support to the FCA/PCA in accordance with MWI 8040.6.
18. Support CM audits per MWI 8040.7 or appropriate program documents, and certify the CM System.
- 19. Provide the official transfer point for in-house prepared documentation to the MSFC Documentation Repository. (September – December 2002)
20. Support Records Management planning.
21. Track and receive deliverable data per the project DPD, IDRD, and DRL (or equivalent).
22. Verify export control markings are on all applicable documentation per MWI 7120.4.
23. Provide Configuration Management (CM) support to define, implement, and maintain a project CM system that complies with NASA, MSFC MPG 8040.1, and project unique requirements and accommodates all external and internal CM interfaces.
24. Review the CM Plan per MWI 8040.1.
25. Provide Data Management (DM) support to the Program/Project Data Manager to define, implement, and maintain a project DM system that complies with NASA, MSFC, and project unique requirements and accommodates all external and internal DM interfaces.
26. Review the DM Plan per MWI 7120.5.
- 27. COTR support. (September – December 2002)
 - Manage and maintain technical program documentation/data for the following projects.
 - EXPRESS Rack (ER)
 - EXPRESS Pallet (EP)
 - Engineering Integration (EI)
 - Window Observational Research Facility (WORF)
 - International Subrack Interface Standard (ISIS)
 - Payload Data Library (PDL)
 - Coordinate the review of program data and changes made to the baseline data for the projects listed above.
 - Distribute documentation/data and changes to the appropriate Project Managers, and coordinate comments with the appropriate program members from the above projects. Prepare change documentation to assess and implement revised program requirements.
 - Conduct technical reviews of PO&I Department MSFC Work Instructions (MWI) and the POIF Project Plan to affect necessary changes required for ISO 9002 compliance.

1 Denotes support from September to December 2002.

TASK ORDER
CDM SERVICES CONTRACT

SPECIAL INSTRUCTIONS:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

SCHEDULE AND/OR MILESTONES:

- 09/2002 - Review the CM & DM Plan ✓
- 12/2002 – HHR Qual Rack FCA/PCA ✓
- 03/2003 - Review the CM & DM Plan ✓

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
Period of performance: 9/1/02 – 8/31/03	

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121

UPN: 700-11-20

TASK ORDER #: FD30-01-002 R1

DATE: DEC 6 2 2002

Program/Project/Office: CDM Support for Payloads Integration & Operations Department

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3 of this contract to provide CDM support to the Payloads Integrations & Operations Department.

MUPG Tasks (Configuration and Data Management)

1. Provide the Secretariat for the MUPG CCB in accordance with MWI 8040.2. Secretariat responsibilities include:
 - Reserve project, CCB, and effectivity codes with the MSFC Release Desk
 - Create and maintain CCB charter memos and Effectivity Sheets; coordinate through project approval and distribute
 - Receive ECR, ECP, and DAR change packages, check for completeness, and assign PCN number.
 - Coordinate with project for assignment of CPE and evaluators
 - Distribute change packages for review, coordinate with CPE and schedule for CCB
 - Prepare and distribute CCB agendas and minutes and administer the CCB meetings
 - Prepare CCB Directives or CCB Change Evaluations and obtain CCB member signatures
 - Track SSCN actions to completion.
 - Provide CCB Change Evaluations to higher-level board as applicable.
 - Aid project to submit proposed changes to higher level boards as applicable.
2. Serve as Secretariat for the EXPRESS Software Control Panel (ESCP).
3. Receive Change Requests (CR) from the EXPRESS Payload Integration Managers (EPIMs).
4. Review CRs and Mandatory Evaluation List (MELs) for accuracy and completeness and forward to JSC/CM for processing.
5. Track PCB actions and initiate closure.
- 6. Serve as Configuration Manager for PDL activities. This includes promoting and demoting of data files and also verification of the updated data files. (September – December 2002)
7. Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3
8. Maintain the master change file, Program Control Number (PCN) file.
9. Provide CPTAS change tracking and status in accordance with MPG 8040.1 and MSFC-MNL-1951.
10. Maintain reference files of project data.
11. Maintain a Project Master List.

• Denotes support from September to December 2002.

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PWI Sensitive Material

FD30-01-002 |

TASK ORDER
CDM SERVICES CONTRACT

12. Serve as the Master List custodian in accordance with MPG 7120.3.
13. Determine the appropriate board to receive new changes: Level II-JSC, Level III-MSFC MUPG.
14. Attend the Payloads Control Board (PCB) as necessary and send out the preliminary and final agendas.
- 15. Support a weekly CM Telecon among the NASA centers. (September – December 2002)
- 16. Participate in the Contractor Coordination Meeting and provide status and accounting. (September – December 2002)
17. Provide CM support to the FCA/PCA in accordance with MWI 8040.6.
18. Support CM audits per MWI 8040.7 or appropriate program documents, and certify the CM System.
- 19. Provide the official transfer point for in-house prepared documentation to the MSFC Documentation Repository. (September – December 2002)
20. Support Records Management planning.
21. Track and receive deliverable data per the project DPD, IDRD, and DRL (or equivalent).
22. Verify export control markings are on all applicable documentation per MWI 7120.4.
23. Provide Configuration Management (CM) support to define, implement, and maintain a project CM system that complies with NASA, MSFC MPG 8040.1, and project unique requirements and accommodates all external and internal CM interfaces.
24. Review the CM Plan per MWI 8040.1.
25. Provide Data Management (DM) support to the Program/Project Data Manager to define, implement, and maintain a project DM system that complies with NASA, MSFC, and project unique requirements and accommodates all external and internal DM interfaces.
26. Review the DM Plan per MWI 7120.5.
- 27. COTR support. (September – December 2002)
 - Manage and maintain technical program documentation/data for the following projects.
 - EXPRESS Rack (ER)
 - EXPRESS Pallet (EP)
 - Engineering Integration (EI)
 - Window Observational Research Facility (WORF)
 - International Subrack Interface Standard (ISIS)
 - Payload Data Library (PDL)
 - Coordinate the review of program data and changes made to the baseline data for the projects listed above.
 - Distribute documentation/data and changes to the appropriate Project Managers, and coordinate comments with the appropriate program members from the above projects. Prepare change documentation to assess and implement revised program requirements.
 - Conduct technical reviews of PO&I Department MSFC Work Instructions (MWI) and the POIF Project Plan to affect necessary changes required for ISO 9002 compliance.

- Denotes support from September to December 2002.

TASK ORDER
CDM SERVICES CONTRACT

SPECIAL INSTRUCTIONS:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

Revision #1 is to extend the Senior Engineer's support from December 31, 2002 through August 31, 2003.

SCHEDULE AND/OR MILESTONES:

- 09/2002 - Review the CM & DM Plan
- 12/2002 – HHR Qual Rack FCA/PCA
- 03/2003 - Review the CM & DM Plan

CWC:

PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction

WBS: 1.3

Period of performance: 9/1/02 – 8/31/03

TASK ORDER CDM SERVICES CONTRACT	
CONTRACT #: NAS8-01121 UPN: 700-63	TASK ORDER #: FD30-01-003 DATE:
Program/Project/Office: CDM Support for MSFC Payload Operations	
<u>TASK DESCRIPTIONS:</u> 1. Launch package support. <ul style="list-style-type: none">• Updating the MSFC Payload Operations of Flight Readiness (CoFR) Implementation Plan and supporting updates to the ISS Payloads CoFR as required.• Integrating the PO&I Launch Package Assessment and tracking Open Work to closure for all Shuttle Flights to the ISS.• Integrating and presenting the PO&I CoFR package for all Shuttle Flights to the ISS.	

TASK ORDER
CDM SERVICES CONTRACT

SPECIAL INSTRUCTIONS:

All project technical review milestones are subject to project schedules.

Quality records will be maintained IAW MPG 1440.2.

SCHEDULE AND/OR MILESTONES:

WC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost
WBS: 1.3	
Period of Performance: 9/01/02- 8/31/03	

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121

UPN: 700-63-20

TASK ORDER #: FD30-01-003R1

DATE: 10-7-02

Program/Project/Office: CDM Support for MSFC Payload Operations

TASK DESCRIPTIONS:

1. Launch package support.

- Updating the MSFC Payload Operations of Flight Readiness (CoFR) Implementation Plan and supporting updates to the ISS Payloads CoFR as required.
- Integrating the PO&I Launch Package Assessment and tracking Open Work to closure for all Shuttle Flights to the ISS.
- Integrating and presenting the PO&I CoFR package for all Shuttle Flights to the ISS.

TASK ORDER
CDM SERVICES CONTRACT

SPECIAL INSTRUCTIONS:

All project technical review milestones are subject to project schedules.

Quality records will be maintained IAW MPG 1440.2.

The purpose for revision #1 to the Task Order is to provide equipment dollars for the purchase of a computer server.

SCHEDULE AND/OR MILESTONES:

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost
WBS: 1.3	
Period of Performance: 9/01/02- 8/31/03	

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121

UPN: 700-72-20

TASK ORDER #: FD40-01-001

DATE: September 1, 2002

Program/Project/Office: CDM Support for HMCG

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3 of this contract to provide CDM support to the HOSC Management Coordination Group.

1. Provide the Secretariat for the HMCG CCB in accordance with MWI 8040.2. Secretariat responsibilities include:
 - Reserve project, CCB, and effectivity codes with the MSFC Release Desk.
 - Create and maintain CCB charter memos and Effectively Sheets; coordinate through project approval and distribute.
 - Receive ECR, ECP, and DAR change packages, check for completeness, and assign PCN number.
 - Coordinate with project for assignment of CPE and evaluators.
 - Distribute change packages for review, coordinate with CPE, and schedule for CCB.
 - Prepare and distribute CCB agendas and minutes and administer the CCB meetings.
 - Prepare CCB Directives or CCB Change Evaluations and obtain CCB member signatures.
 - Track SSCN actions to completion.
 - Provide CCB Change Evaluations to higher-level board as applicable.
 - Aid project to submit proposed changes to higher level boards as applicable.
2. Provide configuration accounting in accordance with MPG 8040.1. Utilize project tracking and accounting systems [Filemaker Pro and Excel].
3. Maintain reference files of project data.
4. Maintain the master change file, Program Control Number (PCN) file.
5. Provide CPTAS change tracking and status IAW MPG 8040.1 and MSFC-MNL-1951.
6. Provide Configuration Management (CM) support to define, implement, and maintain a project CM system that complies with NASA, MSFC MPG 8040.1, and project unique requirements and accommodates all external and internal CM interfaces.
7. Review the CM Plan per MWI 8040.1. Plans will be reviewed on a six-month schedule. Outstanding changes will be incorporated then.
8. Perform CM audits per MWI 8040.7 or appropriate program documents, and certify the CM System.
9. Verify export control markings are on all applicable documentation per MWI 7120.4.
10. Provide the official transfer point for in-house prepared documentation to the MSFC Documentation Repository.

TASK ORDER
CDM SERVICES CONTRACT

SPECIAL INSTRUCTIONS:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

SCHEDULE AND/OR MILESTONES:

- 12/2002 - Review the CM Plan ✓
- 04/2003 - Internal Configuration Audit ✓
- 06/2003 - Review the CM Plan ✓

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
Period of Performance: 9/1/02 - 8/31/03	

8/16/02
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PWI Sensitive Material

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TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121

UPN: 62-713-76-90

TASK ORDER NGLT-01-001

DATE:

Program/Project/Office: CDM Support for NGLT Program

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3 of this contract for NGLT Program CDM support.

- 1) Provide Configuration Management (CM) support to define, implement, and maintain a program CM system that complies with NASA, MSFC MPG 8040.1 and program unique requirements and accommodates all external and internal CM interfaces.
 - Provide Alternate Secretariat support and configuration documentation process activity support for the Level I Program Requirements Control Board (PRCB).
 - Process and account program changes, deviations and waivers through the program CM system as specified in the Program CDM Plan and the PRCB procedure/Organizational Issuance (OI).
 - Provide support to the Program to define CM requirements for contract Statement of Work (SOW) and CM Data Requirements
 - Review CM-related data deliverables when received by the program.
 - Support administration of the requirements/design reviews, audits, and acceptance reviews.
- 2) Provide Secretariat support to the Level I Engineering Review Board (ERB) and generate/maintain ERB procedure /(OI) for ERB activity.
- 3) Provide Data Management (DM) support to the Program to define, implement, and maintain a program DM system that complies with NASA, MSFC and program unique requirements and accommodates all external and internal DM interfaces and DM related OI's.
 - Administer the document control process for non-configuration documents in accordance with the Program CDM Plan.
 - Provide support to the program to define DM requirements for contract SOW and DM Data Requirements
 - Review DM-related data deliverables when received by the program.
 - Support Records Management planning and implementation.
- 4) Develop the CDM Plan per MWI 8040.1 and MWI 7120.5. The plan will be reviewed on a six-month schedule or as needed. Changes, if any, will be incorporated following the review.
- 5) Support the identification/definition of Program Data Requirements, overall program requirements, contractor and in-house supplied in accordance with MWI 7120.2.

TASK ORDER
CDM SERVICES CONTRACT

- 6) Track and receive deliverable data per the Program Data Procurement Document, In-house Data Requirements Document, and Data Requirements List (or equivalent).
- 7) Serve as the Master List custodian in accordance with MPG 7120.3.
- 8) . Maintain a Receipt and Release Desk (R/RD) for Program and Projects to generate/maintain CM Logs; to issue various CM numbers.; to maintain master CM Program Control Number (PCN) files; to review document format/data distribution marking; to release documents; to maintain central library for reference documents; and to develop the R/RD procedure/(OI).
- 9) Provide guidance to the program on CDM policies, procedures, and plans, including review of all program and project CDM outputs.
- 10) Define and manage the CDM processes for the selected NGLT Program automated tool.
 - Develop and maintain CDM processes automated tool procedure/(OI).
 - Assist training and instruction to all program personnel for automated CDM processes.
- 11) Support records management planning and implementation.

TASK ORDER
CDM SERVICES CONTRACT

SPECIAL INSTRUCTIONS:

All Program technical reviews contained in the milestones are subject to Program schedules.

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

SCHEDULE AND/OR MILESTONES:

04/2003 – Deliver draft ERB OI.
05/2003 – Deliver Draft CDM Plan
04/2003 – Deliver draft PRCB OI.
05/2003 – Deliver draft R/RD OI.
06/2003 – Deliver draft CDM automated tool OI.

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3 <i>7 OK 4/1/03</i>	
Period of Performance: 4/1/03 - 8/31/03	

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121

JPN: 721-20-10

TASK ORDER #: OSP-01-001

DATE: 5-7-03

Program/Project/Office: CDM Support for OSP Program Office (UP01)

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3 of this contract to provide the Orbital Space Plane (OSP) Program Office CDM support. This task order contains the OSP (UP01) Program Control Board (PCB), Receipt and Release Desk, Program Planning and Control (UP20), and Automated Systems.

PWI will perform the following tasks:

1. Provide Configuration Management (CM) support to define, implement, and maintain an OSP program CM system that complies with NASA, MSFC MPG 8040.1, and project unique requirements and to accommodate all external and internal CM interfaces.
 - Act as the PCB Administrator (Secretariat) per MWI 8040.2
 - Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3
 - Process and account program, contractor changes, deviations, and waivers through the project CM system as specified in the Program CM Plan.
 - Review CM-related data deliverables when received by the project.
 - Provide training to Project Personnel for CM processes.
2. Provide Data Management (DM) support to the Program Data Manager to define, implement, and maintain a program DM system that complies with NASA, MSFC, and project unique requirements to accommodate all external and internal DM interfaces.
 - Provide OSP DMP and act as document owner and Office of Primary Responsibility (OPR).
 - Administer the Document Control Process (DCP) for non-configuration documentation per MPG 7120.3.
 - Support Records Management planning and provide a Records Liaison Officer.
 - Provide training to Program personnel for DM processes.
3. Support the identification and definition of Program data requirements, overall program requirements, contractor and in-house supplied.
4. Develop and maintain the Program Master List per MPG 7120.3.
 - Serve as the Program Master List Custodian

TASK ORDER
CDM SERVICES CONTRACT

OSP Receipt and Release Desk

5. Create and maintain a program library (reference data).
 - Hardcopy or electronic.
 - Maintain library files and index.
6. Assign PCN numbers, document numbers, and maintain and control PCN files.
7. Verify export control markings are on all Program/Project in-house documents not for MSFC release per MWI 7120.4.
8. Ensure that all documentation associated with the PCN change is included in the PCN file-folder.
9. Enter each document approved into the Master List
10. Maintain and control records in accordance with MPG 1440.2.
11. Ensure active records are readily retrievable and disposition inactive records.
12. Provide assignment of Project Codes, Configuration Control Board Codes and effectivity codes.
13. Coordinate in-house document numbers with Project Secretariats.
14. Provide the official transfer point for in-house prepared documentation to the MSFC Documentation Repository.
15. Provide Document Review for DM requirements and provide re-writes or redlines for format corrections (as needed)

Automated Systems

16. Participate in automated system review and development for OSP Project Link. Provide CDM support to the implementation of OSP Project Link.
17. Support administration of technical requirements and design reviews per MWI 8060.3:
 - Compile requirements and design review packages.
 - Perform Review Item Discrepancy (RID) coordinator functions.

TASK ORDER
CDM SERVICES CONTRACT

SPECIAL INSTRUCTIONS:

Quality records will be maintained IAW MPG 1440.2.

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

SCHEDULE AND/OR MILESTONES:

- 5/2003 Deliver draft R/RD OI.
- 5/2003 Deliver draft Automated DM Process OI.
- 5/2003 Deliver draft Automated CM Process OI.
- 5/2003 Deliver draft DM plan.

WC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
NBS: 1.3	
PERIOD OF PERFORMANCE: 4/04/03 - 8/31/03	

5/17/03 5/18/03
AC 8-000

Period of Performance
April 1st - Aug. 31st

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121
UPN:

TASK ORDER #: OSP-01-002 R1
DATE: *7-10-03*

Program/Project/Office: CDM Support for X-37 Project

TASK DESCRIPTIONS:

The contractor (PWI) shall perform the following tasks in support of the X-37 Project:

1. Provide Configuration Management (CM) support to define, implement, and maintain a project CM system that complies with NASA, MSFC MPG 8040.1, and project unique requirements and accommodates all external and internal CM interfaces.
 - Act as the CCB Administrator (Secretariat) per MWI 8040.2
 - Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3
 - Process and account program and contractor changes, deviations, and waivers through the project CM system as specified in the X-37 CM Plan.
 - Provide support to project to define CM requirements for contract SOWs and CM Data Requirements.
 - Review and evaluate CM-related data deliverables when received by the project.
 - Provide training to Project Personnel for CM processes.
2. Perform CM audits per MWI 8040.7 or appropriate program documents (for in-house and contractor activities).
3. Provide Data Management (DM) support to the Program/Project Data Manager to define, implement, and maintain a project DM system that complies with NASA, MSFC, and project unique requirements and accommodates all external and internal DM interfaces.
 - Generate and maintain a DM Plan per MWI 7120.5. Review the plan every six months and identify changes. Update the plan, as required, subsequent to the six-month schedule intervals.
 - Administer the Document Control Process (DCP) (for non-configuration documentation) per MPG 7120.3.
 - Provide support to define DM requirements for contract Statement of Work and DM Data Requirements.
 - Review DM-related data deliverables when received by the project
 - Support Records Management planning as defined in the DMP.
 - Provide training to Project personnel for DM processes.
4. Support the identification/definition of Project data requirements, overall project requirements contractor and in-house supplied.
5. Track and receive deliverable data per the project DPD, IDRD, and DRL (or equivalent) using

TASK ORDER
CDM SERVICES CONTRACT

ProjectLink or other tracking tools.

6. Develop Project Master List
 - Serve as Project Master List Custodian
7. Support administration of technical requirements and design reviews per MWI 8060.3:
 - Compile requirements and design review packages.
 - Perform Review Item Discrepancy (RID) coordinator functions.
 - Support independent CDM reviews as required.
8. Implement the OSP ProjectLink interface.
 - Provide training and instructions to all program/project personnel on CDM process.
9. Provide document integration services to contractor documents to be loaded into ProjectLink.
10. Provide CDM Project Lead to coordinate CDM tasks with PWI Team Lead and ED43 Team Lead.
 - Resolve CDM issues for X-37 project
 - Act as the X-37 Data Manager
 - Review data items for compliance with contract requirements

**TASK ORDER
CDM SERVICES CONTRACT**

SPECIAL INSTRUCTIONS:

The purpose of Revision 1 is to make this task order specific to only the X-37 Project (i.e. remove the DART Project support, one CDM Specialist, and place it on a separate task order), add the travel expected within this period of performance, and add one Senior CDM Specialist to support X-37.

Quality records will be maintained IAW MPG 1440.2.

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

SCHEDULE AND/OR MILESTONES:

5/2003 Deliver draft X-37 CDM Plan
8/2003 Support the X-37 OV SDR

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
PERIOD OF PERFORMANCE: 6/01/03 – 8/31/03	

2/19/03
m

TASK ORDER
CDM SERVICES CONTRACT

TRACT #: NAS8-01121

#: 721-20 01

TASK ORDER #: OSP-01-002

DATE: 5-1-03

Program/Project/Office: CDM Support for OSP Flight Demos (UP60)

TASK DESCRIPTIONS:

contractor shall perform the tasks to provide CDM Support to the Orbital Space Plane (OSP) Flight Demonstrations Office projects. This task order contains CDM support to the Flight Demonstrations Office DART and X-37 projects.

I will perform the following tasks:

1. Provide Configuration Management (CM) support to define, implement, and maintain a project CM system that complies with NASA, MSFC MPG 8040.1, and project unique requirements and accommodates all external and internal CM interfaces.
 - Act as the CCB Administrator (Secretariat) per MWI 8040.2
 - Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3
 - Process and account program and contractor changes, deviations, and waivers through the project CM system as specified in the Program CM Requirements or Plan.
 - Provide support to project to define CM requirements for contract SOW's and CM Data Requirements.
 - Review CM-related data deliverables when received by the project.
 - Provide training to Project Personnel for CM processes.
2. Perform CM audits per MWI 8040.7 or appropriate program documents, and certify the CM System. (Prepare to perform one CM audit of X-37 within six months of the start of the period of performance of this task order. Plan to perform annual CM audits of DART and X-37 there after.)
3. Provide Data Management (DM) support to the Program/Project Data Manager to define, implement, and maintain a project DM system that complies with NASA, MSFC, and project unique requirements and accommodates all external and internal DM interfaces.
 - Generate and maintain a DM Plan per MWI 7120.5. Review the plan every six months and identify changes. Update the plan, as required, subsequent to the six-month schedule intervals.
 - Administer the Document Control Process (DCP) (for non-configuration documentation) per MPG 7120.3.
 - Provide support to project to define DM requirements for contract Statement of Work and DM Data Requirements.
 - Review DM-related data deliverables when received by the project.
 - Support Records Management planning as defined in the DMP.
 - Provide training to Project personnel for DM processes.

TASK ORDER
CDM SERVICES CONTRACT

4. Support the identification/definition of Project data requirements, overall project requirements, contractor and in-house supplied.
5. Track and receive deliverable data per the project DPD, IDR, and DRL (or equivalent) using Project link or other tracking data bases.
6. Develop Project Master List
 - Serve as Project Master List Custodian
7. Support administration of technical requirements and design reviews per MWI 8060.3:
 - Compile requirements and design review packages.
 - Perform Review Item Discrepancy (RID) coordinator functions.
8. Develop and maintain an integrated program/project action item tracking database.
9. Coordinate updates to program/project DPD, DR, IDR.
 - Support the COTR with their updates to the Data Requirements
10. Implement the OSP ProjectLink interface.
 - Provide training and instructions to all program/project personnel on CDM process.

TASK ORDER
CDM SERVICES CONTRACT

SPECIAL INSTRUCTIONS:

Quality records will be maintained IAW MPG 1440.2.

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

SCHEDULE AND/OR MILESTONES:

5/2003 Deliver draft DART CDM Plan
5/2003 Deliver draft X-37 CDM Plan
6/2003 Support DART DCR
7/2003 - 8/2003 Support X-37 Reviews

WC:

BS: 1.3

PERIOD OF PERFORMANCE: 4/04/03 - 8/31/03

PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cos
Control and Customer Satisfaction

5/7/03
DMM CG

10p 2 days per 3 contractors

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121

JPN: 721-10-04

TASK ORDER #: OSP-01-003

DATE: 5-7-03

Program/Project/Office: OSP Program Integration Office (UP50) CDM Support (PIO)

TASK DESCRIPTIONS:

The contractor shall perform the tasks to provide CDM support to the Orbital Space Plane (OSP) Program Integration Office. This task order contains CDM oversight support to the Boeing, Lockheed, Northrop, and OSC contract managers.

PWI will perform the following tasks:

1. Provide Configuration Management (CM) support to define, implement, and maintain a project CM system that complies with NASA, MSFC MPG 8040.1, and project unique requirements and accommodates all external and internal CM interfaces.
 - Act as the PCB Administrator (Secretariat) per MWI 8040.2
 - Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3
 - Process and account program and contractor changes, deviations, and waivers through the project CM system as specified in the Program CM Requirements or Plan.
 - Provide support to project to define CM requirements for contract SOW's and CM Data Requirements.
 - Review CM related data deliverables when received by the project.
 - Provide training to Project Personnel for CM processes.
 2. Provide Data Management (DM) support to the Project Data Manager to define, implement, and maintain a project DM system that complies with NASA, MSFC, and project unique requirements to accommodate all external and internal DM interfaces.
 - Generate and maintain a DM plan per MWI 7120.5. Review the plan every six months and identify changes. Update the plan, as required, subsequent to the six-month schedule intervals.
 - Administer the Document Control Process (DCP) (for non-configuration documentation) per DMP.
 - Provide support to project to define DM requirements for contract Statement of Work and DM Data Requirements.
 - Review DM-related data deliverables when received by the project.
 - And provide training to Project personnel for DM processes.
 3. Support the identification/definition of Project data requirements, overall project requirements, contractor and in-house supplied.
 4. Track and receive deliverable data per the project DPD, IDRD, and DRL (or equivalent)
-

TASK ORDER
CDM SERVICES CONTRACT

5. Develop Project Master List
 - Serve as Project Master List Custodian
6. Support administration of technical and design reviews per MWI 8060.3:
 - Compile requirements and design review packages
 - Compile Acceptance Data Packages (ADP's)
 - Perform Review Item Discrepancy (RID) coordinator functions
7. Coordinate updates to program/project DPD, DR, IDRD.
 - Support the COTR with their updates to the Data Requirements.
8. Implement the OSP ProjectLink interface.
 - Provide training and instructions to all program/project personnel.
9. Provide training to other NASA centers on the DM processes as related to automation tool. The centers supported are LRC (TA-2), GRC (TA-3), KSC (TA-4), ARC (TA-5), and JSC (TA-9). (No travel is required.)

TASK ORDER
CDM SERVICES CONTRACT

SPECIAL INSTRUCTIONS:

Quality records will be maintained IAW MPG 1440.2.

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week depletion of funds.

SCHEDULE AND/OR MILESTONES:

3/2003 Deliver draft CDM plan for Boeing contract
3/2003 Deliver draft CDM plan for Lockheed contract
3/2003 Deliver draft CDM plan for Northrop contract
3/2003 Deliver draft CDM plan for OSC contract

	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1 Control and Customer Satisfaction
WBS: 1.3	
PERIOD OF PERFORMANCE: 4/01/03 – 8/31/03	

5/7/03
5/7/03
5/7/03

Period of performance
June 1 - Aug. 31

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121
UPN:

TASK ORDER #: OSP-01-004
DATE: 6/2-03

Program/Project/Office: CDM Support for PAD

TASK DESCRIPTIONS:

The contractor (PWI) shall perform the following tasks in support of the Pad Abort Demonstrator (PAD) Project (The PAD Project is managed at JSC.):

1. Provide Data Management (DM) support to the PAD Manager to define, implement, and maintain a project DM system that complies with JSC and PAD project unique requirements and accommodates all PAD Project external and internal DM interfaces.
 - Administer the Document Control Process (DCP) (for non-configuration documentation) per MPG 7120.3. using ProjectLink.
 - Review CDM-related data deliverables.
2. Track and receive deliverable contractor data per the project DPD, IDRD, and DRL (or equivalent) using ProjectLink or other tracking tools, load into ProjectLink, and initiate the DR workflow for evaluation and approval.
3. Provide document integration services to contractor documents to be loaded into Project Link.

<p align="center">TASK ORDER CDM SERVICES CONTRACT</p>	
<p><u>SPECIAL INSTRUCTIONS:</u></p> <p>Quality records will be maintained IAW MPG 1440.2.</p> <p>The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.</p> <p><u>SCHEDULE AND/OR MILESTONES:</u></p> <p>Deliver a Monthly Data Requirements (DR) Status Report</p>	
CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	1.2 ac
PERIOD OF PERFORMANCE: 6/01/03 – 8/31/03	

Period of Performance

June 1st - Aug. 31

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121
UPN:

TASK ORDER #:OSP-01-005
DATE: 6/20/03

Program/Project/Office: CDM Support for DART

TASK DESCRIPTIONS:

The contractor (PWI) shall perform the following tasks in support of the DART Project:

1. Provide Configuration Management (CM) support to define, implement, and maintain a project CM system that complies with NASA, MSFC MPG 8040.1, and project unique requirements and accommodates all external and internal CM interfaces.
 - Act as the CCB Administrator (Secretariat) per MWI 8040.2
 - Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3
 - Process and account program and contractor changes, deviations, and waivers through the project CM system as specified in the DART CM Plan.
 - Provide support to project to define CM requirements for contract SOW's and CM Data Requirements.
 - Review and evaluate CM-related data deliverables when received by the project.
 - Provide training to Project Personnel for CM processes.
2. Perform CM audits per MWI 8040.7 or appropriate program documents (for in-house and contractor activities).
3. Provide Data Management (DM) support to the Program/Project Data Manager to define, implement, and maintain a project DM system that complies with NASA, MSFC, and project unique requirements and accommodates all external and internal DM interfaces.
 - Generate and maintain a DM Plan per MWI 7120.5. Review the plan every six months and identify changes. Update the plan, as required, subsequent to the six-month schedule intervals.
 - Administer the Document Control Process (DCP) (for non-configuration documentation) per MPG 7120.3. using ProjectLink.
 - Provide support to define DM requirements for Contract Statement of Work and DM Data Requirements.
 - Review DM-related data deliverables when assigned by the project.
 - Support Records Management planning as defined in the DMP.
 - Provide training to Project personnel for DM processes.
4. Support the identification/definition of Project data requirements, overall project requirements, contractor and in-house supplied. Prepare DRLs using information supplied by the DART Project.

TASK ORDER
CDM SERVICES CONTRACT

5. Track and receive deliverable data per the project DPD, IDRD, and DRL (or equivalent) using ProjectLink or other tracking tools. Provide DR status at project meetings and reviews.
6. Develop Project Master List
 - Serve as Project Master List Custodian
7. Support administration of technical requirements and design reviews per MWI 8060.3:
 - Compile requirements and design review packages
 - Support Design Reviews, perform Review Item Discrepancy (RID) coordinator functions
 - Maintain Action item log
 - Support independent CDM reviews as required.
8. Implement the OSP ProjectLink interface.
 - Provide training and instructions to all program/project personnel on CDM process.
9. Provide document integration services to contractor documents to be loaded into ProjectLink.
10. Provide CDM Project Lead to coordinate CDM tasks with PWI Team Lead and ED43 Team lead:
 - Resolve CDM issues for DART project
 - Provide support to the DART Data Manager
 - Review data items for compliance with contract requirements.

TASK ORDER
CDM SERVICES CONTRACT

SPECIAL INSTRUCTIONS:

Quality records will be maintained IAW MPG 1440.2.

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

SCHEDULE AND/OR MILESTONES:

Provide RID support for the Design Certification Review (DCR) Pre-board on 6/24/03.

CWC:		PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	12 02	
PERIOD OF PERFORMANCE:	6/04/03 – 8/31/03	

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121

UPN: 62-721-72-01

TASK ORDER #: OSP-01-006

DATE: 7-22-03

Program/Project/Office: DM Support for PIO SE&I

TASK DESCRIPTIONS:

The contractor shall perform the tasks to provide DM Support to OSP Program Integration Office (PIO), Systems Engineering and Integration Office (SE&I) (UP50) at MSFC.

PWI will perform the following tasks:

1. Provide Data Management (DM) support to the SE&I Manager to define, implement, and maintain a project DM system that complies with SE&I Office unique requirements and accommodate all SE&I Office external and internal DM interfaces.
 - Administer the Document Control Process (DCP) (for SE&I documentation) per MPG 7120.3. Using Project Link.
 - Review data deliverables when assigned by the project.
2. Track and receive deliverable contractor data per the project DPD, IDRD, and DRL (or equivalent) using Project Link or other tracking data bases, load into Project Link, initiate the DR workflow for evaluation and approval.
3. Provide CDM SE&I Project Lead to coordinate CDM tasks with PIO/SE&I.
4. Attend SE&I meetings and track action items and generate minutes.
5. Prepare and deliver monthly data status reports to the project.

TASK ORDER
CDM SERVICES CONTRACT

SPECIAL INSTRUCTIONS:

Quality records will be maintained IAW MPG 1440.2.

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

SCHEDULE AND/OR MILESTONES:

CWC:

PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction

WBS: 1.3

PERIOD OF PERFORMANCE: 7/1/03 - 8/31/03

Approved by 

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121

TASK ORDER #: SD10-01-001

UPN: 400-35-81-14900-E4-2-005

DATE: September 1, 2002

Program/Project/Office: CDM Support for MRPO/ISS

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3 of this contract to provide CM support to the Microgravity Research Program Office (MRPO)/International Space Station (ISS).

Receipt Desk Support for International Space Station MRPO

The contractor shall provide Configuration Management (CM) support to the MRPO ISS Deputy to implement Requirements Management functions, including data collection, distribution, filing, and tracking of changes initiated by JSC and promulgated through its web site and ISS PALs document posting and retrieval site.

Specific tasks include:

1. Identification, distribution, status, and closure of ISS Change Requests (CR), Change Directives (CD), and Space Station Change Notices (SSCN).
2. Identification, distribution, status, and closure of JSC/OZ CRs, CDs, Preliminary Interface Revision Notices (PIRN), and documents pertinent to ISS MRPO.
3. Identification, distribution, status, and closure of MRPO PIRNs.
4. Identification, distribution, tracking, and closure of JSC/OZ Action Items pertinent to ISS MRPO.
5. Attend Payload Control Board meetings to record action items.
6. Provide tracking and status accounting of changes and documents forwarded to the MRPO/ISS screening/evaluation teams.
7. Maintain master change files (quality records) in accordance with MPG 1440.2.

TASK ORDER
CDM SERVICES CONTRACT

SPECIAL INSTRUCTIONS:

PWI will prepare a "web site implementation plan" for services provided in this task. For planning purposes the following web sites are applicable:

- MSAD web site for SD40
- OPMS (VRC)
- PDS web site
- MRPO web site

Quality records will be maintained IAW MPG 1440.2 in the electronic form on the web site.

WC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
BS: 1.3	
ERIOD OF PERFORMANCE: 09/01/02-12/31/02	

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121

UPN: 430-04-00

TASK ORDER #: SD20-01-001

DATE: 8-8-02

Program/Project/Office: CDM Support for Solar-B

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3 to provide CDM support to the SOLAR-B project.

1. Provide Configuration Management (CM) support to define, implement, and maintain a project CM system that complies with NASA, MSFC MPG 8040.1, and project unique requirements and accommodates all external and internal CM interfaces.
2. Maintain the Configuration Management (CM) Plan per MWI 8040.1. Plans will be reviewed on a six-month schedule. Outstanding changes will be incorporated at that time.
3. Provide a Secretariat for the Solar-B CCBs in accordance with MWI 8040.2. Secretariat responsibilities include:
 - Create and maintain CCB charter memos and Effectively Sheets; coordinate through project approval and distribute
 - Receive ECR, ECP, and DAR change packages, check for completeness, and assign PCN number.
 - Coordinate with project for assignment of CPE and evaluators
 - Distribute change packages for review, coordinate with CPE and schedule for CCB
 - Prepare and distribute CCB agendas and minutes and administer the CCB meetings
 - Prepare CCB Directives or CCB Change Evaluations and obtain CCB member signatures
 - Track CCBD actions to completion
 - Provide CCB Change Evaluations to higher-level board as applicable
 - Aid project to submit proposed changes to higher level boards as applicable
4. Maintain the Data Management Plan (DMP) per MWI 7120.5. Plans will be reviewed on a six-month schedule. Outstanding changes will be incorporated at that time.
5. Administer the Document Control Process (DCP) for non-configuration documentation (MPG 7120.3).
6. Maintain the master change file, Program Control Number (PCN) file.
7. Provide training to Project Personnel for CM processes.
8. Provide training to Project personnel for DM processes.
9. Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3.
10. Provide support to project to define CM requirements for contractor SOW's and CM Data Requirements.
11. Review CM-related data deliverables when received by the project (at Design Reviews, etc.).
12. Serve as the Master List custodian in accordance with MPG 7120.3.
13. Organize and post design review data-packs on web portal. (VRC)

08/07/2002

PWI Sensitive Material

SD20-01-001

TASK ORDER
CDM SERVICES CONTRACT

14. Support administration of Technical/Design Reviews.
15. Provide secretariat and administrative support to the SOLAR-B Verification Control Board (VCB) to include
 - a. distribution of verification packages to VCB members, collecting evaluations
 - b. working with Verification managers to define disposition for VCB
 - c. preparing agenda for VCB meeting, recording VCB minutes, writing draft directives for VCB disposition of verification packages, recording results in verification closure matrix, distributing VCB packages to records.
16. Implement the above services on a Web site accessible to all users.
17. Provide the services of web site librarians, master list custodians, data/document entry and retrieval as necessary to support an electronic implementation of all data and documents compatible with MSFC/IDS desktop applications.
18. Support Acceptance Reviews/Audits at Contractor's sites.

SPECIAL INSTRUCTIONS:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

PWI will prepare a "web site Implementation plan" for services provided in this task. For planning purposes the following web sites are applicable:

- o MSAD web site for SD40
- o OPMS (VRC)
- o PDS web site

Quality records will be maintained IAW MPG 1440.2 in the electronic form on the web site.

All Project technical reviews contained in the milestones are subject to Project schedules.

SCHEDULE AND/OR MILESTONES:

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
Period of Performance: 9/1/02 - 8/31/03	

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121

UPN: 785-20-13

TASK ORDER # SD20-01-003

DATE: 29 Oct 2002

NOV 01 2002

Program/Project/Office: CDM Support for GLAST Burst Monitor-FY03

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3 to provide CDM support to GLAST Burst Monitor project in FY03.

Provide CDM Support to define, implement and maintain a project CDM system that complies with NASA, MSFC MPG 8040.1 and any project unique requirements, and accommodates all external and internal CM interfaces. This function includes:

1. CCB Secretariat (MWI 8040.2)
2. CM change processing and accounting (MWI 8040.2, MWI 8040.3, Project CM Plan)
3. Maintain Program Control Files (PCN)
4. Track and receive deliverable data per the project DPD, IDRD and DRL or equivalent.

TASK ORDER
CDM SERVICES CONTRACT

Special Instructions:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

All Project technical reviews contained in the milestones are subject to Project schedules.

CWC: <i>SD-NS-SS-SO-03</i>	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction.
WBS: 1.3	
Period of Performance: 11/1/02 - 8/31/03	

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121

UPN: 210-10-50

TASK ORDER #: SD30-01-003

DATE: 8-8-02

Program/Project/Office: CDM Support for GP-B

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3 of this contract to support the Gravity Probe-B (GP-B) project.

1. Provide Configuration Management (CM) support to define, implement, and maintain a project CM system that complies with NASA, MSFC MPG 8040.1, and project unique requirements and accommodates all external and internal CM interfaces.
2. Maintain the Configuration Management (CM) Plan per MWI 8040.1. Plans will be reviewed on a six-month schedule. Outstanding changes will be incorporated at that time.
3. Provide a Secretariat for the GP-B CCB in accordance with MWI 8040.2. Secretariat responsibilities include:
 - Reserve project, CCB, and effectivity codes with the MSFC Release Desk
 - Create and maintain CCB charter memos and Effectively Sheets; coordinate through project approval and distribute
 - Receive ECR, ECP, and DAR change packages, check for completeness, and assign PCN number.
 - Coordinate with project for assignment of CPE and evaluators
 - Distribute change packages for review, coordinate with CPE and schedule for CCB
 - Prepare and distribute CCB agendas and minutes and administer the CCB meetings
 - Prepare CCB Directives or CCB Change Evaluations and obtain CCB member signatures
 - Track CCB actions to completion
 - Provide CCB Change Evaluations to higher-level board as applicable
 - Aid project to submit proposed changes to higher level boards as applicable
4. Maintain the Data Management Plan (DMP) per MWI 7120.5. Plans will be reviewed on a six-month schedule. Outstanding changes will be incorporated at that time.
5. Administer the Document Control Process (DCP) for non-configuration documentation (MPG 7120.3).
6. Provide CM support to the FCA/PCA in accordance with MWI 8040.6.
7. Track and receive deliverable data per the project DPD, IDRD, and DRL (or equivalent).
8. Maintain the master change file, Program Control Number (PCN) file.
9. Support Records Management planning.
10. Provide training to Project Personnel for CM processes.
11. Provide training to Project Personnel for DM processes.
12. Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3.

08/07/2002

PWI Sensitive Material

SD30-01-003

TASK ORDER
CDM SERVICES CONTRACT

13. Review CM-related data deliverables when received by the project.
14. OPR for Contract Surveillance Plan (GPB-PLAN-2001).
15. Verification Control Board Secretariat (GPB-PLAN-2001).
16. Support CM functions at Technical Interchange Meetings, Acceptance Reviews, or Pre-Ship Reviews.

SPECIAL INSTRUCTIONS:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

Quality records will be maintained IAW MPG 1440.2

SCHEDULE AND/OR MILESTONES:

January 2003 - Review CMP ✓
March 2003 -- Review DMP ✓

CWC:	PERFORMANCE STANDARDS: J-5, 1.1, 1.3, Cost Control, and Customer Satisfaction
WBS: 1.3	
Period of Performance: 9/1/02 -- 4/30/03	

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121
UPN: 62-210-50

TASK ORDER #: SD30-01-003 R1
DATE: MAR 27 2003

Program/Project/Office: CDM Support for GP-B

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3 of this contract to support the Gravity Probe-B (GP-B) project.

1. Provide Configuration Management (CM) support to define, implement, and maintain a project CM system that complies with NASA, MSFC MPG 8040.1, and project unique requirements and accommodates all external and internal CM interfaces.
2. Maintain the Configuration Management (CM) Plan per MWI 8040.1. Plans will be reviewed on a six-month schedule. Outstanding changes will be incorporated at that time.
3. Provide a Secretariat for the GP-B CCB in accordance with MWI 8040.2. Secretariat responsibilities include:
 - Reserve project, CCB, and effectivity codes with the MSFC Release Desk
 - Create and maintain CCB charter memos and Effectively Sheets; coordinate through project approval and distribute
 - Receive ECR, ECP, and DAR change packages, check for completeness, and assign PCN number.
 - Coordinate with project for assignment of CPE and evaluators
 - Distribute change packages for review, coordinate with CPE and schedule for CCB
 - Prepare and distribute CCB agendas and minutes and administer the CCB meetings
 - Prepare CCB Directives or CCB Change Evaluations and obtain CCB member signatures
 - Track CCBD actions to completion
 - Provide CCB Change Evaluations to higher-level board as applicable
 - Aid project to submit proposed changes to higher level boards as applicable
4. Maintain the Data Management Plan (DMP) per MWI 7120.5. Plans will be reviewed on a six-month schedule. Outstanding changes will be incorporated at that time.
5. Administer the Document Control Process (DCP) for non-configuration documentation (MPG 7120.3).
6. Provide CM support to the FCA/PCA in accordance with MWI 8040.6.
7. Track and receive deliverable data per the project DPD, IDRD, and DRL (or equivalent).
8. Maintain the master change file, Program Control Number (PCN) file.
9. Support Records Management planning.
10. Provide training to Project Personnel for CM processes.
11. Provide training to Project Personnel for DM processes.
12. Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3.

03/18/2003

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TASK ORDER
CDM SERVICES CONTRACT

13. Review CM-related data deliverables when received by the project.
14. OPR for Contract Surveillance Plan (GPB-PLAN-2001).
15. Verification Control Board Secretariat (GPB PLAN-2001).
16. Support CM functions at Technical Interchange Meetings, Acceptance Reviews, or Pre-Ship Reviews.

SPECIAL INSTRUCTIONS:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

Quality records will be maintained IAW MPG 1440.2

The reason for revision #1 to the Task Order is to extend the Period of Performance **from** September 1, 2002 -April 30, 2003 **to** September 1, 2002 - August 31, 2003.

SCHEDULE AND/OR MILESTONES:

January 2003 - Review CMP
March 2003 – Review DMP

CWC:	PERFORMANCE STANDARDS: J-5, 1.1, 1.3, Cost Control, and Customer Satisfaction
WBS: 1.3	
Period of Performance: 9/1/02 -- 8/31/03	

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121

UPN: 101-45

TASK ORDER #: SD40-01-001

DATE:

Program/Project/Office: CDM Support for SD40 MSAD Projects

1.0 MSRR-1/QMI PROJECT

1.1 TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3 of this contract to provide CDM support to the MSRR-1 and QMI projects.

The contractor shall provide Configuration Management (CM) and Data Management (DM) related support to the MSRR-1 and QMI Projects. Specific tasks include:

1. Support the MSRR-1/QMI Secretariat with the maintenance of the Configuration Management Plan and review in-house and contractor plans and documentation for appropriate CM requirements inclusion.
2. Support the MSRR-1/QMI Level III and Level IV CCB Secretariat as follows:
 - a. Provide CPTAS change tracking and status IAW MPG 8040.1 and MSFC-MNL-1951.
 - b. Maintain the master change file, Program Control Number (PCN) file.
 - c. Account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3.
3. Assist engineering design organizations and project personnel in the engineering documentation release process for the MSRR project. Specific duties would include the routing/carrying of design documentation from the engineering designer to the various organizations within the MSFC required for signature approval. Routing/carrying of the approved engineering to the Release Desk and advanced copies of the engineering from the release desk to manufacturing personnel and originating design organization. Provide the design organization status in regard to the current location of engineering in the review cycle.
4. Provide CM support to the FCA/PCA in accordance with MWI 8040.6
5. Support the compilation of Acceptance Data Packages (ADP)
6. Maintain reference files of project data.
7. Support technical and design reviews by compiling the data package, administering the RID system and tracking RIDs to closure, and providing the Pre-Board/Board minutes.
8. Provide training to Project personnel for CM processes.
9. Provide DM support to the Project Manager to define, implement, and maintain a project DM system that complies with NASA, MSFC, and project unique requirements and accommodates all external and internal DM interfaces.
10. Maintain the Data Management Plan (DMP) per MWI 7120.5. Plans will be reviewed on a six-month schedule. Outstanding changes will be incorporated at that time.
11. Administer the Document Control Process (DCP) for non-configuration documentation per MPG

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TASK ORDER
CDM SERVICES CONTRACT

7120.3.

12. Provide training to Project personnel for DM processes.
13. Track and receive deliverable data per the project DPD, IDRD, and DRL.
14. Serve as the Master List custodian in accordance with MPG 7120.3.
15. Create and maintain program/project library (reference data).
16. Attend MSRR-1 PDT and record minutes.

1.2 SDOS DATA PACKAGE:

Review proposed SDOS task order, identify MSFC controlled technical data (in a list) to support the task order, coordinate the list with project manager. After project approval, gather, collect and transmit technical information to support the engineering activities in the project as implemented in the SDOS contract task order. The data provided is to use existing media and formats (either computer or paper). This task does not include converting existing media to electronic files.

1.3 SPECIAL INSTRUCTIONS:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

Quality records will be maintained IAW MPG 1440.2

All project technical review milestones are subject to project schedules.

1.4 MILESTONES:

March 2003 - Review DMP.✓

2.0 MSG/G-LIMIT PROJECT

2.1 TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3 of this contract to support the Microgravity Science Glovebox (MSG) Projects and the G-Limit Project.

1. Maintain the Configuration Management (CM) Plan per MWI 8040.1. Plans will be reviewed on a six-month schedule. Outstanding changes will be incorporated at that time.
2. Provide CM support to define, implement, and maintain a project CM system that complies with NASA, MSFC MPG 8040.1, and project unique requirements and accommodates all external and internal CM interfaces.
3. Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3.

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TASK ORDER
CDM SERVICES CONTRACT

4. Provide a Secretariat for the G-Limit and MSG CCBs in accordance with MWI 8040.2. Secretariat responsibilities include:
- Reserve project, CCB, and effectivity codes with the MSFC Release Desk
 - Create and maintain CCB charter memos and Effectivity Sheets; coordinate through project approval and distribute
 - Receive ECR, ECP, and DAR change packages, check for completeness, and assign PCN number.
 - Coordinate with project for assignment of CPE and evaluators
 - Distribute change packages for review, coordinate with CPE and schedule for CCB
 - Prepare and distribute CCB agendas and minutes and administer the CCB meetings
 - Prepare CCB Directives or CCB Change Evaluations and obtain CCB member signatures
 - Track CCBD actions to completion
 - Provide CCB Change Evaluations to higher-level board as applicable
 - Aid project to submit proposed changes to higher level boards as applicable
5. Provide CPTAS change tracking and status IAW MPG 8040.1 and MSFC-MNL-1951.

2.2 SDOS DATA PACKAGE:

Review proposed SDOS task order, identify MSFC controlled technical data (in a list) to support the task order, coordinate the list with project manager. After project approval, gather, collect and transmit technical information to support the engineering activities in the project as implemented in the SDOS contract task order. The data provided is to use existing media and formats (either computer or paper). This task does not include converting existing media to electronic files.

2.3 SPECIAL INSTRUCTIONS:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

2.4 MILESTONES:

No milestones.

3.0 OPCGA PROJECT

3.1 TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3 of this contract to provide the OPCGA Project CDM support.

1. Maintain the Configuration Management (CM) Plan per MWI 8040.1. Plans will be reviewed on a six-month schedule. Outstanding changes will be incorporated at that time.

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PWI Sensitive Material

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TASK ORDER
CDM SERVICES CONTRACT

2. Maintain the Data Management Plan (DMP) per MWI 7120.5. Plans will be reviewed on a six-month schedule. Outstanding changes will be incorporated at that time.
3. Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3.
4. Provide a Secretariat for the OPCGA CCB in accordance with MWI 8040.2. Secretariat responsibilities include:
 - Reserve project, CCB, and effectivity codes with the MSFC Release Desk
 - Create and maintain CCB charter memos and Effectivity Sheets; coordinate through project approval and distribute
 - Receive ECR, ECP, and DAR change packages, check for completeness, and assign PCN number.
 - Coordinate with project for assignment of CPE and evaluators
 - Distribute change packages for review, coordinate with CPE and schedule for CCB
 - Prepare and distribute CCB agendas and minutes and administer the CCB meetings
 - Prepare CCB Directives or CCB Change Evaluations and obtain CCB member signatures
 - Track CCB actions to completion
 - Provide CCB Change Evaluations to higher-level board as applicable
 - Aid project to submit proposed changes to higher level boards as applicable
5. Provide secretariat and administrative support to the OPCGA Verification Control Board (VCB) utilizing the VRC to include:
 - Distribution verification packages to VCB members
 - Collecting VCB evaluations
 - Working with verification managers to define disposition for VCB
 - Preparing agendas for VCB meetings
 - Recording VCB minutes
 - Writing draft directives of VCB disposition of verification packages
 - Recording results in a verification closure matrix
 - Distributing VCB packages to records
 - Uploading of electronic VCB data into the OPMS web site/server
 - Transfer of electronic VCB files between partitions on OPMS
 - Provide librarian services for VCB OPMS users
6. Support major design/technical reviews utilizing the automated Review Item Discrepancy (RID) system.
7. Provide all the above services in an OPCGA approved website to provide project access to CCB data, VCB data and contractor deliverables.
8. Develop Project Master List and serve as Master List Custodian (MPG 7120.3) for documents stored on the web site as identified in item #7 above.
9. Provide the services of web site librarians, master list custodians, data/document entry and retrieval, as necessary to support an electronic implementation of all data and documents compatible with MSFC/IDS desktop applications.

3.2 SPECIAL INSTRUCTIONS:

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CDM SERVICES CONTRACT

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

PWI will prepare a "web site Implementation plan" for services provided in this task. For planning purposes the following web sites are applicable:

- o MSAD web site for SD40
- o OPMS (VRC)
- o PDS web site

Quality records will be maintained IAW MPG 1440.2 in the electronic form on the web site.

3.3 MILESTONES:

No Milestones.

4.0 MSAD DATA MANAGEMENT SUPPORT

4.1 TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3.2 and 1.3.3 of this contract to provide Data Management support to the Microgravity Science and Applications Department (MSAD). Specific tasks are defined below:

1. Provide Data Management (DM) support to the Microgravity Science and Applications Department (MSAD) Manager and Group Leads to define, implement, and maintain a project DM system that complies with NASA, MSFC, and project unique requirements and accommodates all external and internal DM interfaces.
2. Maintain the Data Management Plan (DMP) per MWI 7120.5. Plans will be reviewed on a six-month schedule. Outstanding changes will be incorporated at that time.
3. Provide a Secretariat for the MSAD Manager and Group Leads Document Control Boards. Secretariat responsibilities include:
 - Create and maintain CCB charter memos; coordinate approval and distribute
 - Receive and process change packages
 - Coordinate assignment of CPE and evaluators
 - Distribute change packages for review, coordinate with CPE and schedule for DCB
 - Prepare and distribute DCB agendas and minutes and administer the DCB meetings
 - Prepare DCB Directives or CCB Change Evaluations and obtain CCB member signatures
 - Track DBD actions to completion

Note: This includes support of the Document Configuration Control Boards (DCCB) as well as Discipline Control Boards in SD41.

4. Establish a tracking system using an Excel spreadsheet that accomplishes the following:

TASK ORDER
CDM SERVICES CONTRACT

- contains all DCB action items
 - reflects all baselined documents and their current revision
 - reflects the latest released documentation maintained in the MSAD Quality Records Files.
5. Assign document numbers for MSAD generated documents in accordance with the MSAD DMP. Assure that this documentation adheres to the requirements of MWI 7120.4
 6. Implement the above services on a Web site accessible to all users.
 7. Provide the services of web site librarian, master list custodian, data/document entry and retrieval as necessary to support an electronic implementation of all data and documents compatible with MSFC/IDS desktop applications.

4.2 SPECIAL INSTRUCTIONS:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

PWI will prepare a "web site Implementation plan" for services provided in this task. For planning purposes the following web sites are applicable:

- MSAD web site for SD40
- OPMS (VRC)
- PDS web site

Quality records will be maintained IAW MPG 1440.2 in the electronic form on the web site.

4.3 SCHEDULE AND/OR MILESTONES:

December 2002 – Review DMP ✓

5.0 CDM SUPPORT FOR BIC, EGN, Delta-L, PEP, CGH, GEDS, and RDGS

5.1 TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3 of this contract to provide the BIC, EGN, Delta-L, PEP, CGH, GEDS, and RDGS Projects CDM support.

1. Maintain the Configuration Management (CM) Plan per MWI 8040.1. Plans will be reviewed on a six-month schedule. Outstanding changes will be incorporated at that time.
2. Maintain the Data Management Plan (DMP) per MWI 7120.5. Plans will be reviewed on a six-month schedule. Outstanding changes will be incorporated at that time.
3. Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3.
4. Provide a Secretariat for the OPCGA CCB in accordance with MWI 8040.2. Secretariat

TASK ORDER
CDM SERVICES CONTRACT

responsibilities include:

- Reserve project, CCB, and effectivity codes with the MSFC Release Desk
 - Create and maintain CCB charter memos and Effectively Sheets; coordinate through project approval and distribute
 - Receive ECR, ECP, and DAR change packages, check for completeness, and assign PCN number.
 - Coordinate with project for assignment of CPE and evaluators
 - Distribute change packages for review, coordinate with CPE and schedule for CCB
 - Prepare and distribute CCB agendas and minutes and administer the CCB meetings
 - Prepare CCB Directives or CCB Change Evaluations and obtain CCB member signatures
 - Track CCB actions to completion
 - Provide CCB Change Evaluations to higher-level board as applicable
 - Aid project to submit proposed changes to higher level boards as applicable
5. Provide DM support to the Project Manager to define, implement, and maintain a project DM system that complies with NASA, MSFC, and project unique requirements and accommodates all external and internal DM interfaces.
 6. Provide all the above services in an OPCA approved website to provide project access to CCB data, VCB data and contractor deliverables.
 7. Administer the Document Control Process (DCP) for non-configuration documentation per MPG 7120.3.

5.2 SPECIAL INSTRUCTIONS:

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

5.3 SCHEDULE AND/OR MILESTONES:

No milestones.

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
Period of Performance: 9/1/02 – 8/31/03	

08/07/2002

PWI Sensitive Material

SD40-01-001

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121
UPN:

TASK ORDER #: SLI-01-001 R1
DATE: 6-20-03

Program/Project/Office: Architecture Office DM Support for 2nd Generation RLV

The Architecture Office TO covers all the architecture integration and IVHM project activities.

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3 of this contract to provide the 2nd Generation RLV DM support.

PWI will perform the following tasks:

1. Provide Data Management (DM) support to the Program/Project Data Manager to define, implement, and maintain a project DM system that complies with NASA, MSFC, and project unique requirements to accommodate all external and internal DM interfaces.
 - The DM requirements are identified in the Architecture Office Plan and the IVHM Project Plan. Plans will be reviewed on a six-month schedule. Outstanding changes will be incorporated at this time of review.
 - Administer the Document Control Process (DCP) (for non-configuration documentation) per MPG 7120.3.
 - Provide support to project to define DM requirements for contract Statement of Work and DM Data Requirements.
 - Review DM-related data deliverables when received by the project (at Design Reviews, etc.).
 - Support Records Management planning.
 - And provide training to Project personnel for DM processes.
2. Support the identification/definition of Project data requirements, overall project requirements, contractor and in-house supplied.
3. Track and receive deliverable data per the project DPD, IDRD, and DRL (or equivalent) using the Program/Project Data System (PDS).
4. Develop Project Master List per MPG 7120.3 through the PDS database.
 - Serve as Project Master List Custodian
5. Support administration of Technical/Design Reviews
 - Compile technical/design review packages
 - Compile Acceptance Data Package

TASK ORDER
CDM SERVICES CONTRACT

6. Develop and maintain an integrated program/project action item tracking database.
 - Provide status and accounting reports of program/project actions.
7. Coordinate updates to program/project DPD, DR, IDRD.
 - Support the COTR with their updates to the Data Requirements.
8. Implement the SLI Program/Project PDS interface.
 - Provide training and instructions to all program/project personnel.
9. Provide training to other NASA centers on the DM processes and tools. The centers supported are LRC (TA-2), GRC (TA-3), KSC (TA-4), ARC (TA-5), and JSC (TA-9).

<p align="center">TASK ORDER CDM SERVICES CONTRACT</p>	
<p><u>SPECIAL INSTRUCTIONS:</u></p> <p>Quality records will be maintained IAW MPG 1440.2.</p> <p>The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.</p>	
<p><u>SCHEDULE AND/OR MILESTONES:</u></p>	
<p>Architecture SRR</p>	<p>04/2003</p>
<p>PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3. Cost Control and Customer Satisfaction</p>	
<p>WBS: 1.3</p>	
<p>PERIOD OF PERFORMANCE: 9/01/02 – 5/07/03</p>	

Quality records will be maintained IAW MPG 1440.2.

SCHEDULE AND/OR MILESTONES:

04/2003

PERIOD OF PERFORMANCE: 9/01/02 - 5/07/03

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121

UPN: 721-20

TASK ORDER #: SLI-01-001

DATE:

Program/Project/Office: Architecture Office DM Support for 2nd Generation RLV

The Architecture Office TO covers all the architecture integration and IVHM project activities.

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3 of this contract to provide the 2nd Generation RLV DM support.

PWI will perform the following tasks:

1. Provide Data Management (DM) support to the Program/Project Data Manager to define, implement, and maintain a project DM system that complies with NASA, MSFC, and project unique requirements to accommodate all external and internal DM interfaces.
 - The DM requirements are identified in the Architecture Office Plan and the IVHM Project Plan. Plans will be reviewed on a six-month schedule. Outstanding changes will be incorporated at this time of review.
 - Administer the Document Control Process (DCP) (for non-configuration documentation) per MPG 7120.3.
 - Provide support to project to define DM requirements for contract Statement of Work and DM Data Requirements.
 - Review DM-related data deliverables when received by the project (at Design Reviews, etc.).
 - Support Records Management planning.
 - And provide training to Project personnel for DM processes.
2. Support the identification/definition of Project data requirements, overall project requirements, contractor and in-house supplied.
3. Track and receive deliverable data per the project DPD, IDRD, and DRL (or equivalent) using the Program/Project Data System (PDS).
4. Develop Project Master List per MPG 7120.3 through the PDS database.
 - Serve as Project Master List Custodian
5. Support administration of Technical/Design Reviews
 - Compile technical/design review packages
 - Compile Acceptance Data Package

8/23/02

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SLI-01-001

TASK ORDER
CDM SERVICES CONTRACT

6. Develop and maintain an integrated program/project action item tracking database.
 - Provide status and accounting reports of program/project actions.
7. Coordinate updates to program/project DPD, DR, IDRD.
 - Support the COTR with their updates to the Data Requirements.
8. Implement the SLI Program/Project PDS interface.
 - Provide training and instructions to all program/project personnel.
9. Provide training to other NASA centers on the DM processes and tools. The centers supported are LRC (TA-2), GRC (TA-3), KSC (TA-4), ARC (TA-5), and JSC (TA-9).

TASK ORDER
CDM SERVICES CONTRACT

SPECIAL INSTRUCTIONS:

Quality records will be maintained IAW MPG 1440.2.

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week of depletion of funds.

SCHEDULE AND/OR MILESTONES:

Architecture SRR

04/2003 ✓

	PERFORMANCE STANDARDS: J-5, WBS 1.1, Control and Customer Satisfaction
WBS: 1.3	
PERIOD OF PERFORMANCE: 9/01/02 – 8/31/03	

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121
UPN: 721-20

TASK ORDER #: SLI-00-002
DATE:

Program/Project/Office: Flight Demos Office CDM Support for 2nd Generation RLV

The Flight Demo Task Order covers the Flight Demo Office, DART, KISTLER and X-37 projects.

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3 of this contract to provide the 2nd Generation RLV CDM support.

PWI will perform the following tasks:

1. Provide Configuration Management (CM) support to define, implement, and maintain a project CM system that complies with NASA, MSFC MPG 8040.1, and project unique requirements and accommodates all external and internal CM interfaces.
 - This function includes: draft the CM Plan per MWI 8040.1. Plans will be reviewed on a six-month schedule. Outstanding changes will be incorporated then. The Flight Demo Office, DART and KISTLER Projects will not have stand alone CM Plans. The Office and the Project have chosen to identify their CM requirements in their Office and Project Plans. *DART & K-1*
 - Act as the CCB Administrator (Secretariat) per MWI 8040.2 *DART & K-1*
 - Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3
 - Process and account program and contractor changes, deviations, and waivers through the project CM system as specified in the Project CM Requirements or Plan.
 - Provide support to project to define CM requirements for contract SOW's and CM Data Requirements.
 - Review CM-related data deliverables when received by the project (at Design Reviews, etc.).
 - Provide training to Project Personnel for CM processes.
2. Perform CM audits per MWI 8040.7 or appropriate program documents, and certify the CM System.
3. Provide Data Management (DM) support to the Program/Project Data Manager to define, implement, and maintain a project DM system that complies with NASA, MSFC, and project unique requirements and accommodates all external and internal DM interfaces.
 - This includes: draft the DM Plan per MWI 7120.5. Plans will be reviewed on a six-month schedule. Outstanding changes will be incorporated then. The Flight Demo Office, DART and KISTLER Projects will not have stand alone DM Plans. The Office and the Project have chosen to identify their DM requirements in their Office and Project Plans. *DART & K-1*
 - Administer the Document Control Process (DCP) (for non-configuration documentation) per MPG 7120.3. *DART & K-1*

TASK ORDER
CDM SERVICES CONTRACT

- Provide support to project to define DM requirements for contract Statement of Work and DM Data Requirements.
 - Review DM-related data deliverables when received by the project (at Design Reviews, etc.).
 - Support Records Management planning.
 - Provide training to Project personnel for DM processes.
4. Support the identification/definition of Project data requirements, overall project requirements, contractor and in-house supplied.
 5. Track and receive deliverable data per the project DPD, IDRD, and DRL (or equivalent) using Program/Project Data System (PDS).
 6. Develop Project Master List per MPG 7120.3 through the PDS database.
 - Serve as Project Master List Custodian
 7. Support administration of Technical/Design Reviews *including RID and Action Item databases.*
 - Compile technical/design review packages
 - Compile Acceptance Data Package
 8. Develop and maintain an integrated program/project action item tracking database.
 - Provide status and accounting reports of program/project actions using PDS.
 9. Coordinate updates to program/project DPD, DR, IDRD.
 - Support the COTR with their updates to the Data Requirements
 10. Implement the SLI Program/Project PDS interface.
 - Provide training and instructions to all program/project personnel.
 11. Provide the Program/Project with a Receipt/Release Desk.
 - Enter data into Change Processing, Tracking and Accounting System (CPTAS) for MSFC released documents.
 - Enter data into PDS Tracking and Accounting database for all other documents.

Provide support for payment milestone meetings. (acting as secretary.)
X-37

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

No Milestones.

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
PERIOD OF PERFORMANCE: 9/01/02 – 8/31/03	

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121

UPN: 721-20

TASK ORDER #: SLI-01-003

DATE:

Program/Project/Office: CDM Support for System Engineering & Integration Office - 2nd Generation RLV

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3 of this contract to provide the 2nd Generation RLV CDM support. This task order contains Engineering Review Board, AEE, and Flight Mechanics.

PWI will perform the following tasks:

1. Provide Configuration Management (CM) support to define, implement, and maintain a project CM system that complies with NASA, MSFC MPG 8040.1 and the projects unique requirements to accommodate all external and internal CM interfaces.
 - Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3
 - Process and account program and contractor changes, deviations, and waivers through the project CM system as specified in the Project CM Requirements or Plan.
 - Provide support to project to define CM requirements for contract SOW's and CM Data Requirements.
 - Review CM-related data deliverables when received by the project (at Design Reviews, etc.).
 - Provide training to Project Personnel for CM processes.
2. Perform CM audits per MWI 8040.7 or appropriate program documents, and certify the CM System.
3. Provide Data Management (DM) support to the Program/Project Data Manager to define, implement, and maintain a project DM system that complies with NASA, MSFC, and project unique requirements to accommodate all external and internal DM interfaces.
 - Administer the Document Control Process (DCP) (for non-configuration documentation) per MPG 7120.3.
 - Provide support to project to define DM requirements for contract Statement of Work and DM Data Requirements.
 - Review DM-related data deliverables when received by the project (at Design Reviews, etc.).
 - Support Records Management planning.
 - Provide training to Project personnel for DM processes.
4. Support the identification/definition of Project data requirements, overall project requirements, contractor and in-house supplied.

8/23/02

PWI Sensitive Material

SLI-01-003.DOC

TASK ORDER
CDM SERVICES CONTRACT

5. Track and receive deliverable data per the project DPD, IDRD, and DRL (or equivalent). Using the Program/Project Data System (PDS).
6. Develop Project Master List per MPG 7120.3 through the PDS database.
 - Serve as Project Master List Custodian
7. Support administration of Technical/Design Reviews
 - Compile technical/design review packages
 - Compile Acceptance Data Package
8. Coordinate updates to program/project DPD, DR, IDRD.
 - Revise, delete and add to each program/project as requested by the COTR.
 - Support the COTR with their updates to the Data Requirements.
9. Implement the SLI Program/Project PDS interface.
 - Provide training and instructions to all program/project personnel.

TASK ORDER CDM SERVICES CONTRACT	
<u>SPECIAL INSTRUCTIONS:</u> Quality records will be maintained IAW MPG 1440.2. The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.	
<u>SCHEDULE AND/OR MILESTONES:</u> Flight Mechanics CDM Plan Complete 09/2002 ✓ ERB CDM Plan Draft 04/2003 ✓ ERB CDM Plan Complete 06/2003 ✓	
CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
PERIOD OF PERFORMANCE: 9/01/01 - 8/31/03 <i>TV</i>	

1-2

TASK ORDER CDM SERVICES CONTRACT	
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CONTRACT #: NAS8-01121 UPN:	TASK ORDER #: SLI-01-003 R1 DATE: 6-20-03
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Program/Project/Office: CDM Support for System Engineering & Integration Office - 2nd Generation RLV

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3 of this contract to provide the 2nd Generation RLV CDM support. This task order contains Engineering Review Board, AEE, and Flight Mechanics.

PWI will perform the following tasks:

1. Provide Configuration Management (CM) support to define, implement, and maintain a project CM system that complies with NASA, MSFC MPG 8040.1 and the projects unique requirements to accommodate all external and internal CM interfaces.
 - Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3
 - Process and account program and contractor changes, deviations, and waivers through the project CM system as specified in the Project CM Requirements or Plan.
 - Provide support to project to define CM requirements for contract SOW's and CM Data Requirements.
 - Review CM-related data deliverables when received by the project (at Design Reviews, etc.).
 - Provide training to Project Personnel for CM processes.
2. Perform CM audits per MWI 8040.7 or appropriate program documents, and certify the CM System.
3. Provide Data Management (DM) support to the Program/Project Data Manager to define, implement, and maintain a project DM system that complies with NASA, MSFC, and project unique requirements to accommodate all external and internal DM interfaces.
 - Administer the Document Control Process (DCP) (for non-configuration documentation) per MPG 7120.3.
 - Provide support to project to define DM requirements for contract Statement of Work and DM Data Requirements.
 - Review DM-related data deliverables when received by the project (at Design Reviews, etc.).
 - Support Records Management planning.
 - Provide training to Project personnel for DM processes.
4. Support the identification/definition of Project data requirements, overall project requirements, contractor and in-house supplied.

TASK ORDER
CDM SERVICES CONTRACT

5. Track and receive deliverable data per the project DPD, IDRD, and DRL (or equivalent). Using the Program/Project Data System (PDS).
6. Develop Project Master List per MPG 7120.3 through the PDS database.
 - Serve as Project Master List Custodian
7. Support administration of Technical/Design Reviews
 - Compile technical/design review packages
 - Compile Acceptance Data Package
8. Coordinate updates to program/project DPD, DR, IDRD.
 - Revise, delete and add to each program/project as requested by the COTR.
 - Support the COTR with their updates to the Data Requirements.
9. Implement the SLI Program/Project PDS interface.
 - Provide training and instructions to all program/project personnel.

TASK ORDER CDM SERVICES CONTRACT							
<u>SPECIAL INSTRUCTIONS:</u>							
<p>Quality records will be maintained IAW MPG 1440.2.</p> <p>The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.</p> <p><u>SCHEDULE AND/OR MILESTONES:</u></p> <table> <tr> <td>Flight Mechanics CDM Plan Complete</td><td>09/2002</td></tr> <tr> <td>ERB CDM Plan Draft</td><td>04/2003</td></tr> <tr> <td>ERB CDM Plan Complete</td><td>06/2003</td></tr> </table>		Flight Mechanics CDM Plan Complete	09/2002	ERB CDM Plan Draft	04/2003	ERB CDM Plan Complete	06/2003
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CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction						
WBS: 1.3							
PERIOD OF PERFORMANCE: 9/01/02 – 6/16/03							

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121

UPN: 721-20

TASK ORDER #: SLI-01-004

DATE:

Program/Project/Office: Program CDM Support for 2nd Generation RLV

TASK DESCRIPTIONS:

The contractor shall perform the tasks under WBS 1.3 of this contract to provide the 2nd Generation RLV CDM support. This task order contains Risk Management Board, Receipt Desk, Program Assurance, Program Planning and Control, and Automated Systems.

PWI will perform the following tasks:

1. Provide Configuration Management (CM) support to define, implement, and maintain a project CM system that complies with NASA, MSFC MPG 8040.1, and project unique requirements and to accommodate all external and internal CM interfaces.
 - Act as the CCB Administrator (Secretariat) per MWI 8040.2
 - Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3
 - Process and account program, contractor changes, deviations, and waivers through the project CM system as specified in the Project CM Requirements or Plan.
 - Provide support to define CM requirements for contract SOW's and CM Data Requirements.
 - Review CM-related data deliverables when received by the project (at Design Reviews, etc.).
 - Provide training to Project Personnel for CM processes.
2. Perform CM audits per MWI 8040.7 or appropriate program documents, and certify the CM System.
3. Provide Data Management (DM) support to the Program/Project Data Manager to define, implement, and maintain a project DM system that complies with NASA, MSFC, and project unique requirements to accommodate all external and internal DM interfaces.
 - Administer the Document Control Process (DCP) (for non-configuration documentation) per MPG 7120.3.
 - Provide support to project to define DM requirements for contract Statement of Work and DM Data Requirements.
 - Review DM-related data deliverables when received by the project (at Design Reviews, etc.).
 - Support Records Management planning.
 - And provide training to Project personnel for DM processes.
4. Support the identification/definition of Project data requirements, overall project requirements, contractor and in-house supplied.

8/23/02

PWI Sensitive Material

SLI-01-004.DOC

TASK ORDER
CDM SERVICES CONTRACT

5. Track and receive deliverable data per the project DPD, IDRD, and DRL (or equivalent). Using the Program/Project Data System (PDS).
6. Develop Project Master List per MPG 7120.3 through the PDS database.
 - Serve as Project Master List Custodian
7. Support administration of Technical/Design Reviews
 - Compile technical/design review packages
 - Compile Acceptance Data Package
8. Coordinate updates to program/project DPD, DR, IDRD.
 - Revise, delete and add to each program/project as requested by the COTR.
9. Implement the SLI Program/Project PDS interface.
 - Provide training and instructions to all program/project personnel.

SLI Receipt/Release Desk

10. Create and maintain a program/project library (reference data).
 - Hardcopy or electronic.
 - Maintain library files and index.
11. Assign PCN numbers and maintain and control PCN files.
12. Verify export control markings are on all Program/Project in-house documents not for MSFC release per MWI 7120.4.
13. Ensure that all documentation associated with the PCN change is included in the PCN file-folder.
14. Enter each document received into the Change Processing, Tracking and Accounting System (CPTAS), or tracking system unique to a particular project.
15. Maintain and control records in accordance with MPG 1440.2.
16. Ensure active records are readily retrievable and disposition inactive records.
17. Provide assignment of Project Codes, Configuration Control Board Codes and effectivity codes.
18. Coordinate in-house document numbers with Project Secretariats.
19. Provide the official transfer point for in-house prepared documentation to the MSFC

TASK ORDER
CDM SERVICES CONTRACT

Documentation Repository.

20. Provide the central point for the assignment of Deviation/Waiver numbers per MWI 8040.3 and MSFC-STD-555 and prepare the on-line Documentation Package Routing Slip (DPRS).

Automated Systems

21. Administer PSD Control for the Program/Project for SLI.
22. Administer TRUEtrack and TRUEchange software CM change system for SLI.
23. Participate in automated system review and development for SLI.

SPECIAL INSTRUCTIONS:

TASK ORDER
CDM SERVICES CONTRACT

Quality records will be maintained IAW MPG 1440.2.

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

SCHEDULE AND/OR MILESTONES:

No Milestones.

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
PERIOD OF PERFORMANCE: 9/01/01 – 8/31/02	

TASK ORDER
CDM SERVICES CONTRACT

8/23/02

PWI Sensitive Material

SLI-01-004.DOC

1-2

TASK ORDER CDM SERVICES CONTRACT	
CONTRACT #: NAS8-01121 UPN:	TASK ORDER #: SLI-01-004 R1 DATE: 6-20-03
Program/Project/Office: Program CDM Support for 2 nd Generation RLV	
<p>TASK DESCRIPTIONS:</p> <p>The contractor shall perform the tasks under WBS 1.3 of this contract to provide the 2nd Generation RLV CDM support. This task order contains Risk Management Board, Receipt Desk, Program Assurance, Program Planning and Control, and Automated Systems.</p> <p>PWI will perform the following tasks:</p> <ol style="list-style-type: none">1. Provide Configuration Management (CM) support to define, implement, and maintain a project CM system that complies with NASA, MSFC MPG 8040.1, and project unique requirements and to accommodate all external and internal CM interfaces.<ul style="list-style-type: none">• Act as the CCB Administrator (Secretariat) per MWI 8040.2• Process and account changes, deviations, and waivers to the configuration baseline per MWI 8040.2 and MWI 8040.3• Process and account program, contractor changes, deviations, and waivers through the project CM system as specified in the Project CM Requirements or Plan.• Provide support to define CM requirements for contract SOW's and CM Data Requirements.• Review CM-related data deliverables when received by the project (at Design Reviews, etc.).• Provide training to Project Personnel for CM processes.2. Perform CM audits per MWI 8040.7 or appropriate program documents, and certify the CM System.3. Provide Data Management (DM) support to the Program/Project Data Manager to define, implement, and maintain a project DM system that complies with NASA, MSFC, and project unique requirements to accommodate all external and internal DM interfaces.<ul style="list-style-type: none">• Administer the Document Control Process (DCP) (for non-configuration documentation) per MPG 7120.3.• Provide support to project to define DM requirements for contract Statement of Work and DM Data Requirements.• Review DM-related data deliverables when received by the project (at Design Reviews, etc.).• Support Records Management planning.• And provide training to Project personnel for DM processes.4. Support the identification/definition of Project data requirements, overall project requirements, contractor and in-house supplied.	

TASK ORDER
CDM SERVICES CONTRACT

5. Track and receive deliverable data per the project DPD, IDRD, and DRL (or equivalent). Using the Program/Project Data System (PDS).
6. Develop Project Master List per MPG 7120.3 through the PDS database.
 - Serve as Project Master List Custodian
7. Support administration of Technical/Design Reviews
 - Compile technical/design review packages
 - Compile Acceptance Data Package
8. Coordinate updates to program/project DPD, DR, IDRD.
 - Revise, delete and add to each program/project as requested by the COTR.
9. Implement the SLI Program/Project PDS interface.
 - Provide training and instructions to all program/project personnel.

SLI Receipt/Release Desk

10. Create and maintain a program/project library (reference data).
 - Hardcopy or electronic.
 - Maintain library files and index.
11. Assign PCN numbers and maintain and control PCN files.
12. Verify export control markings are on all Program/Project in-house documents not for MSFC release per MWI 7120.4.
13. Ensure that all documentation associated with the PCN change is included in the PCN file-folder.
14. Enter each document received into the Change Processing, Tracking and Accounting System (CPTAS), or tracking system unique to a particular project.
15. Maintain and control records in accordance with MPG 1440.2.
16. Ensure active records are readily retrievable and disposition inactive records.
17. Provide assignment of Project Codes, Configuration Control Board Codes and effectivity codes.
18. Coordinate in-house document numbers with Project Secretariats.
19. Provide the official transfer point for in-house prepared documentation to the MSFC

TASK ORDER
CDM SERVICES CONTRACT

Documentation Repository.

20. Provide the central point for the assignment of Deviation/Waiver numbers per MWI 8040.3 and MSFC-STD-555 and prepare the on-line Documentation Package Routing Slip (DPRS).

Automated Systems

21. Administer PSD Control for the Program/Project for SLI.
22. Administer TRUEtrack and TRUEchange software CM change system for SLI.
23. Participate in automated system review and development for SLI.

TASK ORDER
CDM SERVICES CONTRACT

SPECIAL INSTRUCTIONS:

Quality records will be maintained IAW MPG 1440.2.

The contractor shall notify the COTR when 75% of cost is incurred and/or no later than 1 week prior to depletion of funds.

SCHEDULE AND/OR MILESTONES:

No Milestones.

CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, Cost Control and Customer Satisfaction
WBS: 1.3	
PERIOD OF PERFORMANCE: 9/01/02 – 5/07/03	

TASK ORDER
CDM SERVICES CONTRACT

CONTRACT #: NAS8-01121

UPN: 721-40-01

TASK ORDER #: SLI-01-005

DATE:

Program/Project/Office: CDM Support for AAS and K-1 Program

TASK DESCRIPTIONS:

The contractor shall perform the tasks to provide Alternate Access to Station (AAS) & K-1 Flight Demonstration Project (K-1) C&DM support.

AAS and K-1 Program Level

- 1) Review AAS and K-1 program out-of-house configuration management plans and deliverables to assure conformance with contractual and AAS/K-1 program specific requirements.
- 2) Review AAS and K-1 program out-of-house data management plans and deliverables to assure conformance with contractual and AAS/K-1 program specific requirements.
- 3) Support the identification and definition of AAS and K-1 program requirements both contractor and in house supplied.
- 4) Support documentation management such as compiling technical review and acceptance data packages, management of records, develop and maintain AAS and K-1 project master lists.
- 5) Support technical design reviews in accordance with AAS and K-1 program specific plans.
- 6) Support AAS and K-1 program web pages.
- 7) Manage all records associated with the AAS and K-1 program for which they have been designated custodian.
- 8) Validate for NASA use the contents of various lists of non-government voluntary consensus standards (VCS) products including standards, handbooks, recommended practices, etc. that are identified in the AAS and K-1 program technical standards database and in the databases of NASA centers.
- 9) Identify offices of primary responsibility for NASA technical standard products within NASA and center databases.
- 10) Provide recommendations on non-government technical standard products for candidates relative to adoption as NASA preferred technical standards.
- 11) Support the engineering directorate in conducting special studies. Special studies are defined as short duration, team type activities in support of specific objectives that generally require rapid response. Special studies cover such activities as mishap investigation boards, concept development tiger teams, and special assessment team activities.

<p align="center">TASK ORDER CDM SERVICES CONTRACT</p>	
<p><u>SPECIAL INSTRUCTIONS:</u></p> <p>All project technical review milestones are subject to project schedules.</p> <p>Quality records will be maintained IAW MPG 1440.2.</p> <p><u>SCHEDULE AND/OR MILESTONES:</u></p> <p>Monthly reports due (10/15/02, 11/15/02, 12/15/02, 1/15/03, 2/15/03, 3/15/03)</p>	
CWC:	PERFORMANCE STANDARDS: J-5, WBS 1.1, 1.3, 1.4, 1.6 Cost
WBS: 1.3, 1.4, 1.6	
Period of Performance: 10/01/2002 – 3/31/2003	